

# Local Government SERVICE

**NATIONAL  
CHARTER—  
IN FULL**

—Page 25

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## AT LAST!

MEMBERS of NALGO have waited a long time for the National Charter of salaries and service conditions which we publish this month. It is many years since the Association first nailed the flag of "National scales" to its masthead, and the voyage to the promised harbour has been both difficult and tedious, beset with rocks, shoals, and diverting undercurrents. But the good ship NALGO has been skilfully navigated, and has been brought to haven at last. We trust that its crew will be satisfied with the land they have reached.

Certainly, the prospect from the beaches is a pleasing one. First interest, naturally, will be directed to the scales themselves. These, as is clearly shown in the diagram we publish on page 28, represent a substantial improvement on all existing provincial council scales—themselves by no means universally observed by local authorities. Under those scales, the limit of automatic progression in the General Division for the provincial officer ranged between £180 at 26 on the lowest scale to £260 at 41 on the highest, with most of the maxima falling between £210 and £225. London had generally slightly higher rates, although in Middlesex an officer had to wait until he was 47 before obtaining £300—covering the last nine years at the snail's pace of £5 increments. Under the new scales, on the other hand, every "rank and file" officer in the country, outside London, whose service is satisfactory, will have the assurance of attaining a basic rate of £300 a year at 30, if he is a man, or £240 a year at the same age, if she is a woman—while London officers will get £30 and £24 respectively above this to compensate them for the heavier costs of life in the metropolis.

### A Flexible Scheme

This General Division scale, with its rapid progression and well-spaced increments—the jumps of £25 at 19 and 22 will be specially appreciated by younger officers beginning to embark at those ages on the wider responsibilities of manhood—is a notable achievement, bringing the local government officer for the first time into favourable comparison with his colleague in the civil service, notwithstanding the recent increase in civil service rates.

And the General Division is by no means the whole of the story. Beyond it, the National Council has provided no fewer than twelve separate scales, two clerical, two miscellaneous, and eight administrative, professional, and technical, rising to the £700 which is the maximum of the range covered by its present constitution. This represents a further marked advance on existing provincial council scales, most of which stop at £500 or below—one as low as £340. Moreover, the existence of eight grades in the administrative, professional, and technical division gives the scale that flexibility which will enable local authorities,

while adhering strictly to its terms, to ensure that the salary attached to every post is fairly assessed, in relation both to the responsibility of the work involved and to the remuneration of other posts.

All the scales, it will be noted, are basic: that is to say, unlike the scales recently agreed for teachers and civil servants, they do not

more or less clearly defined groups, the case for equal pay encounters greater difficulties, the chief of which, tradition and the practice alike of the civil service and industry, presented insuperable obstacles. The result, while arousing regret, will cause little real surprise, particularly at a time when a Royal Commission is sitting on the subject and when any decision running counter to traditional practice would have been regarded as a prejudgment of its findings. Women members, however, may rest assured that, while the staff side has reluctantly given way on this occasion, it stands as firmly as ever to the Association's declared policy and will take every opportunity in the future to press their claims.

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include the cost-of-living bonus, which will continue to be paid in addition to the new rates of salary. This is an important safeguard at a time when prices are still rising. Should this process continue, the staff side of the National Council will be free, after 12 months (during which time it has agreed not to raise the bonus issue), to seek a further adjustment. We trust that this will not be necessary, but should it prove to be, the opportunity is there.

### Sex Equality Partly Won

One feature of the scales NALGO must deplore. That is the sex differentiation in the general and clerical divisions, where the value of a woman is assessed at 80 per cent of the value of a man. Throughout the negotiations, NALGO's advocates pressed strongly for equality between the two sexes. They won their point in the administrative, professional, and technical class, where the claim for equal pay cannot be met by any excuse of unequal work; in so far as men and women in this class are doing the same work, the best gets the job, irrespective of sex, and must, therefore, get the salary attached to it. But in the general and clerical divisions, in which the duties of men and women tend to fall into different

### A National Standard

More important even than the degree of advance marked by the new scales, substantial as that will be, is the fact that they are national. They put the local government officer, for the first time, in the position attained long ago by civil servants, teachers, police, and all other public employees, in having a national standard of remuneration, free from the pressures and prejudices of local parsimony and parochialism. At last, the local authorities have recognised that public service is of equal value in whatever part of the country it is rendered, and that it should be rewarded on the basis of work done, not on that of rate revenue. In the past, the inhabitants of sparsely populated or impoverished areas have paid no less for bread, beer, homes, or holidays because their purses were light: to have done so would have put a premium on poverty which it should be the national aim to abolish. But they have, very often, sought to pay less for their communal services, effecting the cut not so much on the nature of the services as on the pockets of those who provide them. That is bad economics and worse economy—for cheap service is bad service, and bad service is extravagant service. At last, that short-sighted policy is abandoned and equal pay for equal work adopted as a national objective as between man and man, though not yet fully as between man and woman.

We may, thus, hope for an early tidying up of the chaos of local government salaries today, the abolition of the "black spots," and an end of the anomalies and injustices of which local government officers have so long complained.

That is not to suggest, of course, that the system will change overnight. Not all local authorities will see the light simultaneously, and already there have been rumblings of discontent with the scales even before they were published. But all local authorities are now represented on the National Whitley Council, either directly through their membership of a Provincial Council, or indirectly through their membership of one of the local authority associations and, having thus sub-



scribed to both the principle and the machinery of collective bargaining, are morally bound to accept its results. We are confident that most, if not all, will do so, and we do not propose, at this stage, to anticipate difficulties which may never arise. On that point it is sufficient to remark that local government officers are not today so helpless as once they were.

But the adoption of the scales will be only the beginning of the story. As they stand, they provide—outside the General Division—no more than a framework for a salary scheme. How that scheme will affect the individual officer, Jack Jones or Mary Smith, will depend on the way in which he or she is fitted into the framework by the detailed process of grading, which will be taking place during the next few months.

In leaving this grading to each separate local authority, it might be thought that the National Council had left an opportunity for the perpetuation of just those divergencies between one area and another which the national scales are designed to prevent. But there is an important safeguard. Part V of the Charter provides that any officer dissatisfied with the decision of his authority and unable to obtain satisfaction from it, may appeal to the appropriate provincial council; and the constitution of provincial councils provides for reference of any differences between the employers' and staff sides upon them to the National Council for decision. Thus, the National Council will be the final arbiter and will, in course of time, be able to build up an approved and standard code of grading for all classes of officers and for all types of local authority.

These provisions, and the need to secure the widest possible measure of standardisation from the start, make it imperative that branches should work in the closest contact with Association Headquarters, through the district offices. Such contact will enable NALGO to aim at standardised gradings, and to contest any attempt to diminish the value of the scales; further, it will ensure that premature and ill-advised appeals do not lead to prejudicial awards.

### Key to Better Service

But there is much more to the Charter than the scales, important as they are. If the local authorities have given a substantial *quid* in better salaries, they are demanding in return an equally substantial *quo* in better service. That is a reasonable demand and one which NALGO, which has always upheld the need for the highest standard of training and qualification of the local government officer, will warmly welcome.

In future, an elaborate and continuous series of tests will guarantee, as far as such tests can, that the local government service will be staffed only by men and women of proved ability and adequate technical knowledge. The "battle course" lightheartedly depicted by our artist on another page, with its double entrance examination, its compulsory training, its annual reports and two special assessment reports, its inter-departmental transfers, its university secondment, its lectures, study courses, and research facilities, culminating in the promotion examination or professional qualification which are to be the only passports to the happy lands beyond the General Division, offers a daunting prospect to the young entrant shivering on the brink. The old music-hall joke about the "soft job at the Town Hall" and such jibes as Sir Ernest Benn's distinction between "those who earn

their living and those who are paid from the rates" are now publicly proclaimed to be as meaningless as they have long been in fact. Indeed, it is not too much to claim that local government service will in future be one of the most highly qualified and rigorously sifted vocations in the country, bearing comparison only with such professions as medicine and the law; and that, as NALGO's President declares, the charter should "give the people of this country the best and most efficient local government service in the world."

For the rest, we warmly approve the proposals for greater mobility between departments, greater opportunities for post-entry and university training, library and research facilities, lectures and study courses. These are measures which NALGO has long advocated and which it has itself sought in some degree to provide, and it will be for the officers, as well as for the local authorities, to see that the recommendations become effective.

## MINISTER'S MESSAGE

### Need for Authorities and Staffs to Work Cordially Together for Speedy Reforms

*The Minister of Health, the Rt. Hon. ANEURIN BEVAN, P.C., M.P., has sent the following message to "Local Government Service":*

"The nation needs a local government service thoroughly efficient and fully equipped to carry the tremendous burdens which will fall upon it during the next few years.

"I therefore welcome the news that the National Joint Council has now discharged the major task entrusted to it; and I believe that local authorities and their staffs will work cordially together in effecting all necessary reforms as speedily as possible."

ANEURIN BEVAN.

### Improved Service Conditions

The section of the Charter dealing with service conditions codifies and standardises what is today the practice of the best local authorities—though some of its provisions, notably those on payment for overtime, sickness allowances, and travelling and subsistence allowances, will represent a substantial improvement for the majority of officers. The grant of unpaid maternity leave for women officers is interesting mainly for the implication—since we cannot imagine the National Council desiring to condone unmarried maternity—that the marriage bar (nowhere mentioned in the Charter) is thereby abolished.

The section on official conduct, again, does little more than give the authority of the National Council to current practice—though it is refreshing to find it endorsing the long-standing recommendation of the Royal Commission on Local Government and the Ministry of Health to prevent Press publicity for the salaries, increments and other private affairs of officers, and flattering to observe that the National Council has adopted NALGO's own Code of Conduct.

Such, then, is the long awaited National Charter. And now what? How, and how soon, is it to be implemented? The Charter itself comes into effect on April 1 and it is to be expected that the salary changes, whenever finally approved by each local authority, will date from then. Well before that date the agreement will have been sent to provincial councils and transmitted by them to the local authorities in their areas; and in this connection it is important to emphasise (there is still some misunderstanding on the point) that a provincial council may not amend in any way the decisions of the National Council: it is bound by its constitution to "take executive action upon them"—in other words to

forward them, as they stand, to the local authorities.

Within the next few weeks, therefore, the Charter will go to every local authority in the country. It will go as a national agreement which it is the duty of every local authority to adopt, immediately and without alteration. For this reason, NALGO branches have been advised to make no application for adoption. Local authorities will be notified of its conclusion by the provincial council. Should any fail to adopt it, or seek to amend its terms, branches should consult the NALGO district officer. In dealing with national agreement of this kind, it is important that every step should be nationally determined and nationally controlled: piecemeal local action would be disastrous.

And, just as local authorities are expected to adopt the Charter in full, so must the officers. Having obtained national conditions, we cannot ourselves seek to vary them locally. Here and there it may happen that officers in a particular area possess conditions which in some details are better than the Charter provides. Those they must sacrifice for the benefit of the majority. For national terms cut both ways: they apply to the staffs no less than to the employers, and must be loyally accepted by both.

In obtaining this Charter, as L. RILEY, chairman of the staff side of the National Council, pointed out in an article on the next page, NALGO has made an outstanding contribution to local government which will benefit the service at the community no less than the Association's members. And our natural jubilation at the material advantages obtained, must not forget the obligations to bring with them. The Charter confers upon the local government officer national standards, a professional status, and opportunities for a satisfying and remunerative career beyond the dreams of those who first envisaged it many years ago. In return, it calls for standards of ability, qualification, and training far higher than anything demanded in the past. The service must prove equal to the challenge. We have no shadow of doubt that it will.

### Minister and Charter

ON January 31, Sir Horace Wilson, independent chairman of the National Whitley Council, accompanied by Ald. Coates representing the employers' side, Mr. E. Riley, chairman of the staff side, and Mr. Bishop and Mr. Haden Corser, the joint secretaries, called on Mr. C. W. Key, M.P., Parliamentary Secretary to the Minister of Health, representing the Minister, to report the adoption of the National Council of the nation's scheme of salaries and service conditions, and to present him with a copy of the document approved. Mr. Key, who was accompanied by Mr. Ness Edwards, M.P., Parliamentary Secretary to the Minister of Labour and National Service, and Mr. A. N. C. Shelle, welcomed the agreement and promised to convey to the Minister the request of the deputation that the Minister should give it his official blessing and commend it to local authorities throughout the country.

It is the aim of "Local Government Service" to encourage the fullest freedom of opinion and expression within the Association. Unless the fact is expressly stated, therefore, views put forward in the journal—whether in the editor's columns or in signed articles—should not necessarily be regarded as expressing the considered policy of the Association.



# "Most Valuable Contribution to Good Local Government NALGO Has Ever Made" 23

By E. L. RILEY, D.P.A., Staff Side Chairman of the National Whitley Council.

RENAN wrote: "To have had common glories in the past, to possess a common will in the present, to have achieved great things together, to be determined upon further achievement—these are the essential conditions for being a people."

When I read that a few days ago, I thought it would be an appropriate introduction to the observations on the National Charter which I am called upon to make as chairman of the staff side of the National Whitley Council. The Charter has been approved and promulgated to the country. It must now be adopted and applied by every local authority and loyally accepted by NALGO.

Those of us who have had the privilege of negotiating it with the employers' representatives have had an anxious time and have spent many long hours in detailed argument. For the past eighteen months a special sub-committee, the executive, and the full National Council have been concerned with the document now published. Although there have been times when our patience was sorely tried, when we wondered if we would ever convince our opposite numbers of the real need for a national settlement, when we had doubting Thomases in our own ranks, yet the N.E.C.'s negotiators never lost faith in the machine which NALGO has done so much to create. That faith has now been fully justified and our pledges have been redeemed.

Pause for a moment and reflect upon the past. What do we owe to those pioneers of NALGO who fought for the establishment of Whitleyism in the Local Government Service from 1920 onwards? JIM WILKINSON, the father of the cause, who with WALTER WHINERAH, LEN TAYLOR, and HADEN CORSER, put the Lancashire and Cheshire Provincial Council in the forefront of the battle; FRANK PINCH, ALFRED GARRARD, ARTHUR PINCHES, and ERNEST YOUNG of Metropolitan fame, and BILL ARMITAGE, HARRY ALLEN, and ARTHUR BOLTON, who carried the flag in Yorkshire. These three areas carried the burden before 1939 and laid the foundations on which the present truly national Whitley Council is built.

Think of the work put in of latter years in those new provincial councils which, profiting by the experience of the past, so improved on the old conditions that they have been leading the country and setting the pace for the new national body. Remember that NALGO has controlled the staff sides of all the English provincial councils since their inception.

Do not forget that our voluntary workers have been backed by a loyal, efficient, and hard-working staff. Our Headquarters' and district officers have been worthy partners and helpful comrades. We may well be proud of the past.

But we must never rest on our laurels. The day-to-day activities of the Association demonstrate that we possess the will to do great things in the present. Are we determined upon still greater achievement in the future? I hope so.

The Charter is important; it is probably the most valuable contribution to good local government that NALGO has ever made, or is likely to make. But at the moment it is only a document. It has to be applied; it has to be made to work. There must be no contracting out. We must take the rough with the smooth.

You have demanded national conditions and we have got them. Here and there will be conditions which, at first sight, appear to be better than those in the Charter but the document must be taken as a whole. So taken, I believe that it represents a substantial advance on the standards which prevailed in the provincial areas. At this stage I am modest in my claims, because I believe that an understatement is more telling than proud boastings which cannot be justified. That we cannot have the best of both worlds is a truism which was brought home time and time again to your negotiators.

The country had to be viewed as a whole, and our justification for our actions is that the new scales and conditions will benefit some 90 per cent of our members, with likely repercussions on the remainder.

Part I, dealing with recruitment and training, is an attempt to build a solid foundation for the future and puts into words your policy as laid down from time to time in the past by Conference and the N.E.C. It will clearly require amplification in the light of experience. But the principles it lays down are sound and are capable of application in almost every authority.

Part II concerns general conditions of service, and here I would stress the need to look at all the clauses and not to pick out odd ones for comparison with existing conditions in individual local authorities. We are satisfied that, taking a national view, they are of considerable benefit and give valuable rights in substitution for privileges.

Part III will probably be read with avidity by every officer. I need not say that the scales were the subject of anxious thought and protracted negotiation. They are not our scales and, what is equally important, they are not the employers' scales, but they do represent the best bargain we could make.

I am satisfied that, in the main, the rank and file members of NALGO will secure that well-merited advance in status which has been one of our principal aims for years, and it is for the Association to see that establishments and grading provide for the remainder. The appeals machinery is not the least of the many important advantages to be derived from national conditions.

There is no need for me to comment at length on the remaining sections, but I would stress the value of the decision to reserve to the national body the right of interpretation. After all, those of us, employers and employees, who helped to draft the document are the best people to say what the words mean.

I conclude on a warning note. We have much to do to make our Charter a living thing. There are strenuous days ahead, with problems by the score arising out of the proposed nationalisation of services with which local government is concerned, and out of the return of our ex-service colleagues. These problems can be dealt with only through the medium of a strong, virile Association. Every member can help by taking an active part in the affairs of his branch and district. A little practical help will be an encouragement to those of us who have been carrying heavy responsibilities during the past few years.

And now, to wind-up, may I on behalf and my own, the services

acknowledge especially, on your behalf, that have been rendered by:

SIR HORACE WILSON, the independent chairman of the National Council, whose courtesy and kindness, and whose wide experience of the civil service, have helped beyond measure;

SIR JOSEPH LAMB, chairman on the employers' side throughout the negotiations, who, although a tough fighter, has demonstrated the desire of his side to be fair and to produce something for the good of local government;

E. BISHOP, employers' secretary who, although battling for his side, as a good employee should, has at all times shown that he has been actuated by a desire to improve the status of the local government service; and last, but not least,

HADEN CORSER, staff side secretary, whose work for Whitleyism is so well known and whose long experience has served us well.

To my colleagues on the staff side and the N.E.C. I express my grateful thanks for the support, hard work, and loyalty, they have always shown.

Good luck to you all! May our work be reflected in a happy, contented, and efficient local government service.

## PRESIDENT'S WELCOME

### "Attempt to Give Britain Best Service in World"

*In a statement issued to the Press immediately after the adoption of the Charter, F. H. HARROD, M.C., B.A., President of NALGO, said:*

"NALGO warmly welcomes the Scheme as the most comprehensive attempt yet made to give to the people of this country the best and most efficient local government service in the world—a service fully capable of meeting the heavy demands of national and local reconstruction.

"Just as the Burnham Committee, by introducing, in 1920, national standards of recruitment, training, and salary for teachers, has improved the quality and efficiency of the teaching service, so will this scheme undoubtedly improve our local government service.

"It is a measure of belated justice. All other sections of the public service—civil servants, teachers, and police—have had national standards for some years. Only the local government service has been left out, but now it is to be brought into line.

"The Scheme will benefit the community and the local authorities by attracting to local government the best type of officers and thus helping to provide it with fully-trained, qualified, enterprising, and efficient staff with equal standards in every part of the country.

"It will benefit local government officers by assuring to every man and woman of enterprise and ability the prospect of a useful and satisfying career in public service.

"But it must be emphasised that the Scheme is no more than a plan for a better local government service. How far the plan is a success will depend on the way in which its recommendations are carried out by the local authorities. NALGO is pledged to support those recommendations, and will do so loyally."



# 24 Charter Crowns 25 Years of Patient Effort to Build Up Whitley System

By HADEN CORSER, F.R.S.A., F.I.P.A., National Whitley Officer, NALGO, and Joint and Staff Side Secretary, National Whitley Council

THE National Charter of salaries and service conditions, whose achievement NALGO is now rightly acclaiming, is the culmination of 25 years of patient effort, continued in the face of countless setbacks and misunderstandings, to convert the 1,530 local authorities in England and Wales to the principles of collective bargaining and the adoption of national standards.

It may be said to have had its birth during the first world war, when a committee appointed by the Government, under the chairmanship of J. H. WHITLEY, then Speaker of the House of Commons, to devise means of ending industrial strife and stoppages, recommended the setting up in each industry of joint committees of employers and workers to consider and make recommendations on salaries and service conditions, and to settle disputes.

These committees, called joint industrial councils or, more commonly, Whitley councils, were set up by the Government for civil servants, and in many industries, and proved an outstanding success. The attempts made to adapt the same machinery to local government were not so immediately successful. Both a national council and provincial councils for local authority staffs were established directly after the war, but the former had only a short life. Possibly the principles of collective bargaining were not properly understood by those who established it; possibly the spirit of toleration and of mutual give-and-take essential to the success of Whitleyism had not developed sufficiently: whatever the reason, the national council was soon in difficulties and came to an end. The same fate befell most of the provincial councils.

## Three Councils Survived

But there were some exceptions. Chief of these was the Lancashire and Cheshire Provincial Council, set up on November 23, 1920. Presiding at the inaugural conference, the then Lord Mayor of Manchester asked the meeting "to consider the question very fully and not to agree to the principles involved unless there was a *bona fide* intention of all parties, both local authorities and staff organizations, to honour the decisions made by the provincial council." These words must have sunk in deeply, and that particular provincial council has had an uninterrupted run of success to the present day.

Even before the war, it was estimated that more than 95 per cent of the officers in the counties it covered received the results of its agreements. The proportion is even higher today, with almost every authority in membership, and both sides live up to their expressed intentions.

Two other provincial councils survived the wreck of 1921—the London District Council and that for the West Riding of Yorkshire. A little later, a fourth provincial council came into the picture, covering North Wales. Nor did the disappearance of the national council leave a complete blank, for it was replaced by a "Standing Consultative Committee of Provincial Councils," made up of representatives of the existing provincial councils.

About 1934, it became clear to the representatives of the Lancashire and Cheshire Provincial Council that Whitleyism must either go forward and become generally accepted throughout the country, or go backwards. The Standing Committee was making little progress; its title was clumsy, its propaganda weak, and it inspired little confidence. It was therefore proposed that the Standing Committee, with its four provincial councils,

should become the nucleus of a new National Joint Council.

There were members, even on the staff side, who thought the move premature, but it was persisted in, with the result that the council was re-named in 1935 and began propaganda work, mainly financed and actuated by the Lancashire and Cheshire Council. Speakers were provided and meetings of local authority representatives held all over the country.

It was soon apparent that, by this time, there was a far greater appreciation than there had been in 1918 of Whitleyism and all it meant, and that the way was clear for expansion—so much so, indeed, that, by 1939, every other part of the country envisaged as a provincial area in the constitution of the original national council had agreed to set up a provincial council. Following the lead set by the older provincial councils, each of the new ones tackled the problem of service conditions and salary scales, and within a year or so there were 15 provincial scales, with corresponding service conditions.

## Towards a National Standard

Now, at last, the time was ripe to co-ordinate the provincial standards into a national scale of salaries. It would have been futile to have worked for a national scale earlier. Provincial scales were an essential preliminary. Without a provincial background of values and the experience of collective bargaining the provincial councils had provided, local authorities throughout the country would not have been ready to talk about a single national standard for the whole of the local government service. But, having established that background and experience, it was possible to consider a "civil service" conception of local government, that is, a national employer conception as opposed to a purely local employer one.

As early as 1933, NALGO had been given a clear mandate on national Whitleyism.

The Association's annual conference of that year adopted a notice of motion, moved by the chairman of the Lancashire and Cheshire Provincial Council, in the name of the National Executive Council, demanding comprehensive machinery for collective bargaining and agreements no less effective than that already established for all other sections of the public service; urging the associations of local authorities actively to co-operate with NALGO in establishing such machinery; and calling on the Ministers of Health and Labour and the Secretary of State for Scotland to assist in its establishment.

## Still Many Obstacles

Up to this time, local government officers themselves had not been agreed on the machinery by which they would best attain their aims, and Conference after Conference had considered a welter of resolutions calling for one-party, two-party and three-party agreements on salaries. But now, the road was clear for:

1. The re-establishment of a National Council;
2. The completion of the chain of provincial councils;
3. The clear enunciation of the principle of collective bargaining; and
4. The bringing into Whitleyism of the associations of local authorities, and the co-operation of the Ministers of Health and Labour.

But there were still many obstacles to overcome. Even after the 15 provincial councils had been established, fewer than one-third

of the local authorities in the country were represented on them. The figures for 1933 were:

	Members	Non-Members
County Councils ..	3	59
County Boroughs ..	41	42
Metropolitan Boroughs ..	24	5
Non-County Boroughs ..	93	216
Urban District Councils ..	229	343
Rural District Councils ..	70	405
Total	460	1070

How different is the picture to-day ! :

	Members	Non-Members
County Councils ..	57	5
County Boroughs ..	81	2
Metropolitan Boroughs ..	28	1*
Non-County Boroughs ..	237	72
Urban District Councils ..	431	141
Rural District Councils ..	306	169
Total	1140	390

\* Corporation of the City of London

The Government agreed to back any move to bring the local authority associations into support of Whitleyism, and early in 1944 the Minister of Health, presiding at the meeting at which the negotiations were inaugurated, urged the associations to take their place in the system. A negotiating committee was appointed and sat for three years encountering many difficulties. Under the skilful chairmanship of Sir Edward Forber who had been appointed by the Minister all hurdles were finally surmounted, and the re-constituted National Council held its first meeting on January 13, 1944.

## Success at Last !

In its new form, it consists of sixty members thirty on each side, with an independent chairman appointed by the Minister of Health. The employers' side consists of fifteen members appointed by the various provincial councils and a further fifteen, appointed by the County Councils' Association (five), the Association of Municipal Corporations (six), the Urban District Councils' Association (two) and the Metropolitan Boroughs' Standing Joint Committee and the Rural District Councils Association (one each). The staff side is made up of fifteen members nominated by national organisations of officers and fifteen appointed by the staff sides of the provincial councils. Of the thirty staff side members 23 are members of NALGO.

It was not long before the new Council was struck with the differences in the structure of the fifteen provincial councils and in the codes of salaries and service conditions they had recommended, and asked the executive committee to examine the position. The committee reached the following conclusions:

The indefinite continuance of the present divergences in provincial salary scales and the anomalies and absence of uniformity arising therefrom are not desirable in the best interests of local government; Steps should be taken to introduce, at the appropriate times, uniform national salary scales up to the limit of £700, as contemplated by the constitution of the National Council; Conditions of service, recruitment, qualification, and post-entry training are the natural corollary of national salary scales, and should be considered at the same time.

Early in 1944, the National Council approved these recommendations. Negotiations on the details have continued since, with the result that now, just over two years after the Council was reconstituted, success has crowned our efforts.



# The National Charter

## Providing for ALL Local Government Officers

- I. **RECRUITMENT AND TRAINING**—Entrance Examinations : Help in taking University Degrees : Mobility between Departments : Full Post-Entry Training (with Grants if needed) : Study Courses, Lectures, Library and Research Facilities.
- II. **STANDARD CONDITIONS OF SERVICE**—A 38-Hour Week : Pay for Overtime (on salaries up to £435) : Holidays with Pay (12—21 working days a year, according to grade) : Maternity Leave : Generous Sickness Payments : Payment of Removal Expenses : Higher Subsistence and Travelling Allowances : Welfare Schemes.
- III. **NATIONAL SALARY SCALES**—With progression (subject to satisfactory annual reports and special reports at 21 and 26) to £300 for men and £240 for women (£330 and £264 in London) at age 30, together with 12 further grades up to £700 (£720 in London) for officers who pass a promotion examination or have a professional qualification. All scales are exclusive of war bonus.
- IV. **OFFICIAL CONDUCT**—Measures to abolish Patronage, Nepotism, and Corruption and to establish a Code of Conduct for the Service.
- V. **RIGHT OF APPEAL**—Right to take any dispute or grievance under the Scheme not settled by the employing authority to the Provincial Whitley Council.

The Charter comes into effect on April 1, 1946

## INTRODUCING THE SCHEME

The "Scheme of Conditions of Service," to give the "Charter" its correct title, opens with an introductory statement signed on behalf of the National Joint Council, by Sir Horace Wilson, Independent Chairman, Councillor Col. S. P. Dawson, Employers' Chairman, and Mr. E. L. Riley, Staffs' Chairman. This states:

THE scheme of Conditions of Service is the outcome of prolonged consideration and discussion by the National Joint Council, whose object has been to devise arrangements as to staffing which will attract to the local government service entrants of the type required to meet the future needs of local government. Adopting, accordingly, a long-term view, the National Council's aim has been to secure an improvement of both the status and the standard of the service ; it has recognised that to improve the status without devising arrangements to improve the standard would be to increase the cost of the service without adequate compensatory advantage to the local authorities and the rate-paying public.

The National Council has therefore addressed its mind to methods of recruitment, post-entry training, and promotion, as well as to conditions such as hours of work, holidays, sick leave, etc. and, of course, salary scales and grading. As regards recruitment, that is to be by examination only ; there will be two stages—(a) a qualifying test, to form a field for future selection, and (b) a competitive test—including interview—to select the number required from the field of those who have

passed the first stage. Having thus carefully selected the new recruits, post-entry training begins ; there are provisions for mobility of junior staff between various departments, encouragement of attendance at part-time classes, and facilities for acquiring knowledge of local government and its problems, as well as the acquisition of administrative, professional and technical qualifications.

An important proposal affecting efficiency and promotion is the institution of annual reports upon all officers, beginning from the time of entry, with special assessment reports at ages 21 and 26. Under this system, juniors will know that there will be an annual appraisal of their work, conduct, and





progress, and senior officers—who will make the appraisal—will take a close interest in their juniors. Promotion according to scale to the maximum of the basic grade (the General Division) will be dependent upon satisfactory special assessment reports at ages 21 and 26. Subsequent promotion, that is, to the Clerical Division or other higher grade, will be dependent upon passing a promotion examination (for which the National Council is making preparation) or securing the appropriate administrative, professional or technical qualification.

The foregoing arrangements are designed, it will be seen, to raise the standard of the service. The scheme then sets out national salary scales. These have been fixed after considering existing scales in comparison with rates of remuneration in comparable occupa-

tions and after reviewing changes in remuneration generally. This is in accordance with the fair wages principle; local government should not take the lead in determining salary standards, but should be in the "first flight of good employers." The salary scales with their accompanying gradings afford the flexibility necessary for the various classes of duties to be performed.

The Scheme of Conditions of Service offers a reasonable career and should serve to enhance the position of the local government service and so to ensure an adequate flow of young entrants of the type required. The National Joint Council recognises that it is important to maintain and strengthen public confidence in the service—its efficiency and integrity and its well-being: this Scheme has been prepared with that aim in mind throughout and it is commended accordingly for adoption by all local authorities.

be notified of the vacancy and of the conditions attaching to the appointment, and in the filling of the vacancy consideration should be given to applications received from officers in the employ of the authority.

## 8. Post-Entry Training.

With a view to meeting the demands made by the increasing importance and the growth of the local government service, it is essential that in addition to the qualification required at entry officers should continue their studies after entry into the service, and arrangements on the following lines shall be made by employing authorities:

(1) Attendance at part-time classes approved by the employing authority for the continuance of general education, with some approach to appropriate vocational studies, incorporating an elementary understanding of the principles of local government and public administration should be required.

Where a junior officer has not already obtained the preliminary qualification appropriate to the technical, professional or administrative course for which he proposes eventually to study, he should be advised as to suitable classes for that purpose.

(2) Guidance and adequate facilities (including financial assistance if found necessary) should be provided by the employing authority to enable officers, through an approved procedure, to obtain such professional or technical qualification as is appropriate to the branch of the service in which the officer is engaged.

(3) Guidance and adequate facilities (including financial assistance if found necessary) should be provided by the employing authority to enable officers in approved cases to proceed to a University Degree or Diploma in Public Administration. In special circumstances, it is suggested that selected officers should be seconded to University full-time courses, agreement to return to the employing authority for not less than a period to be specified.

(4) Officers should be encouraged to undertake systematic and regulated study of local government and its problems, and in order to ensure this being done employing authorities should consider the organisation of courses of study, lectures, library facilities, and facilities for research.

(5) Any scheme of post-entry training under the above proposals should come within the purview of a local joint committee, representative of the employing authority and the staff, or in the absence of such joint committee, the establishment committee of the employing authority, in consultation with representative of the staff.

Provision should be made by the Provincial Councils for appropriate groupings of authorities for the purpose of post-entry training.

# I. RECRUITMENT AND TRAINING

## 1. Recruitment to Local Government Service.

In order to obtain the best qualified and most efficient service, recruitment of local government officers shall be from the widest possible field.

## 2. Appointment of Juniors.

The minimum age for appointment of a junior entrant to the local government service shall normally be 16 years of age. Entrance to the service shall be by examination, such examination to be arranged by the employing authority, or alternatively, by the Provincial Councils acting on behalf of any groups or group of employing authorities, and shall consist of two stages, (1) a qualifying stage and (2) a competitive stage (including interview) to select from the field constituted under (1). The standard of the qualifying examination shall be not less than that in force under the School Certificate Examination.

## 3. Admission of Higher Age Groups.

An appropriate proportion of junior officers may be recruited at about 18 or 19 years of age, subject to a competitive test to be arranged by the employing authority as provided in (2) of paragraph 2 above.

## 4. Admission of University Graduates.

It is desirable that the local government service should have within its ranks persons holding University degrees. To achieve this object adequate facilities should be afforded by employing authorities for serving officers to obtain such qualifications, and also for a limited number of University graduates to be recruited direct.

## 5. Probation.

The appointment of every new entrant to

the service of an employing authority shall be subject to a term of probation of six months. At the end of the probationary period, and subject to a satisfactory report by the head of the department concerned, he shall be transferred to the established staff. This rule of probationary service shall not apply to an officer transferred from the service of another authority or from any other service accepted by the employing authority as appropriate to the post to be filled.

## 6. Articled Pupils.

No premiums shall be required from pupils articulated to officers, and the selection of pupils by officers shall be subject to the approval of the employing authority, provided that a solicitor or other officer who is a member of a recognised profession shall not be bound to take pupils unless he desires, and that the selection of a pupil shall be his personal function and responsibility. Provided further that no existing contract of service shall be adversely affected by this provision.

Facilities for obtaining articles shall be afforded to officers in the service of the employing authority.

## 7. Mobility between Departments and Sections.

(a) Facilities should be provided for the training of juniors up to 21 years of age by transfer from one department to another.

(b) Selected clerical and administrative officers should be seconded to departments other than those in which they are serving, in order to obtain a wider administrative experience.

(c) Upon a vacancy arising in the establishment of any department of an employing authority, the staff of each department should

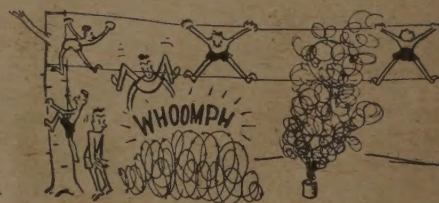
## LOCAL GOVERNMENT BATTLE SCHOOL—WHITLEY VERSION



THE CANDIDATES ASSEMBLY!



"THEY'RE OFF!!"



QUALIFYING EXAM FOR ENTRANTS



HEED TO TAKE UNIVERSITY DEGREES!



TRAINING IN MORE THAN ONE DEPT—



SYSTEMATIC STUDY OF LOCAL GOVERNMENT PROBLEMS BY ALL OF



## II. GENERAL CONDITIONS OF SERVICE

### 9. Office Hours.

Normal hours of duty in offices of local authorities shall be 38 hours per week.

Officers whose duties involve regular evening attendance in connection with meetings of Councils and committees, shall be granted compensatory leave of absence at the convenience of the department, except in cases when such circumstances are reflected in the officer's recognised conditions of service, and are specifically referred to in the officer's terms of appointment.

### 10. Overtime.

Work in excess of the normal 38 hours per week shall be discouraged by employing authorities.

If, nevertheless, overtime is found to be unavoidable, and previous approval thereto by the employing authority has been given, payment shall be made on the following basis:

- The normal weekly salary received by the officer shall be divided by 38 to ascertain the hourly rate of overtime;
- For each of the first ten hours of overtime in any one week payment shall be made at plain time rates of salary;
- For each hour of overtime in excess of ten payment shall be at the rate of one and a quarter plain time rates of salary;
- Extra time of less than one hour on any one day shall not rank for overtime payment; and
- Overtime payments shall not be made when subsistence allowances are payable under paragraph 19.

Details of overtime worked shall be regularly reported to the Establishment Committee and the employing authority.

Chief officers and their deputies and other comparable officers, as well as officers with basic salaries in excess of £435, shall not be eligible for overtime payments.

### 11. Annual Leave.

The scale shall be as follows:

Juniors (men and women) up to 21 years of age, 12 working days;

Officers over 21 years of age and with a salary not exceeding £300 per annum, 15 working days;

Officers with salaries exceeding £300 per annum and up to £510 per annum, 18 working days.

Officers with salaries exceeding £510 per annum and up to £700 per annum, 21 working days;

Officers with salaries over £700 per annum, at the discretion of the employing authority.

The above leave is in addition to statutory and general national holidays.

For the purpose of this regulation, the annual leave period shall be from the 1st April to the next succeeding 31st March, and not less than two-thirds of the period of

annual leave shall be taken during the months of May to September, inclusive, except by mutual agreement.

New entrants to the service shall be entitled to annual leave proportionate to the completed months of service during the year of entry, and thereafter on the normal scale. Provided that no leave shall be taken until an officer has completed six months' service. For the purpose of this regulation Saturday shall be regarded as a full working day.

### 12. Special Leave.

Additional leave, with or without pay, may be granted in special circumstances at the discretion of the employing authority.

### 13. Leave for Jury Service.

An officer receiving a summons to serve on a jury must report the fact to his chief officer, who shall grant him leave of absence therefor, unless exemption is secured.

### 14. Women Officers—Maternity Leave.

Women officers after twelve months' continuous service shall, in the event of confinement, be allowed special leave without pay.

### 15. Discipline.

The chief officer of each department shall be responsible for the management and discipline of his department.

A chief officer may suspend any member of his staff for gross misconduct and such action shall be reported forthwith to the appropriate committee.

Whenever it is proposed to relegate or dismiss an officer (except for a criminal offence for which he has been prosecuted and convicted) the employing authority shall, upon formulating such a recommendation, inform the officer concerned by letter over the signature of the chief officer, stating the grounds for such proposed action.

Upon receipt of such a communication, the officer concerned may appeal, either individually, or through his association or trade union, to an appeals committee of the employing authority, and shall have the right of appearing before such committee (with or without a representative of his association or trade union).

The report of such committee shall be submitted to the authority who will thereupon decide whether to adhere to, alter, or withdraw the previous recommendation.

### 16. Sickness Payments.

#### (1) Scale of Allowances.

Subject to the provisions of this scheme, an officer absent from duty owing to his illness (which term is deemed to include injury or other disability) shall be entitled to receive an allowance in accordance with the following scale:

*During the first year of service—one months' full pay and (after completing four months' service) two months' half pay;*

*During the second year of service—two months' full pay and two months' half pay;*

*During the third year of service—three months' full pay and three months' half pay;*

*During the fourth to sixth years of service—four months' full pay, and four months' half pay;*

*During the seventh to tenth years of service—five months' full pay and five months' half pay;*

*After completing ten years of service—six months' full pay and six months' half pay.*

The employing authority shall have discretion to extend the application of the foregoing scale in an exceptional case.

#### (2) Calculation of Allowance.

(a) The rate of allowance and the period for which it shall be paid in respect of any period of absence due to illness shall be ascertained by deducting from the period of benefit appropriate to his service on the first day of his absence the aggregate of the periods of absence due to illness during the twelve months immediately preceding the first day of absence.

(b) For the purpose of ascertaining the appropriate period of benefit under Clause (1) all periods of service under any employing authority shall be aggregated, provided that if the officer was not in the service of any local authority during the twelve months immediately preceding the date on which his present employment commenced the service prior to that date shall be disregarded.

(c) The amount of the statutory standard rate of benefit receivable in respect of compulsory insurance under the National Health Insurance Acts shall be deducted from an allowance equal to full pay.

(d) The amount of any periodical payment received by an officer under the provisions of the Workmen's Compensation Acts shall be deducted from an allowance equal to full pay.

(e) The allowance payable under this scheme to any officer shall not exceed the sum (if any) by which the statutory standard rate of benefit receivable in respect of compulsory insurance under the National Health Insurance Acts, or any periodical payment received by him under the provisions of the Workmen's Compensation Acts, falls short of his full pay.

(f) For the purpose of this Clause twenty-six working days shall be deemed to be equivalent to "one month."

#### (3) Conditions.

(a) An officer who is prevented by his illness from reporting for duty shall notify immediately the officer prescribed for this purpose





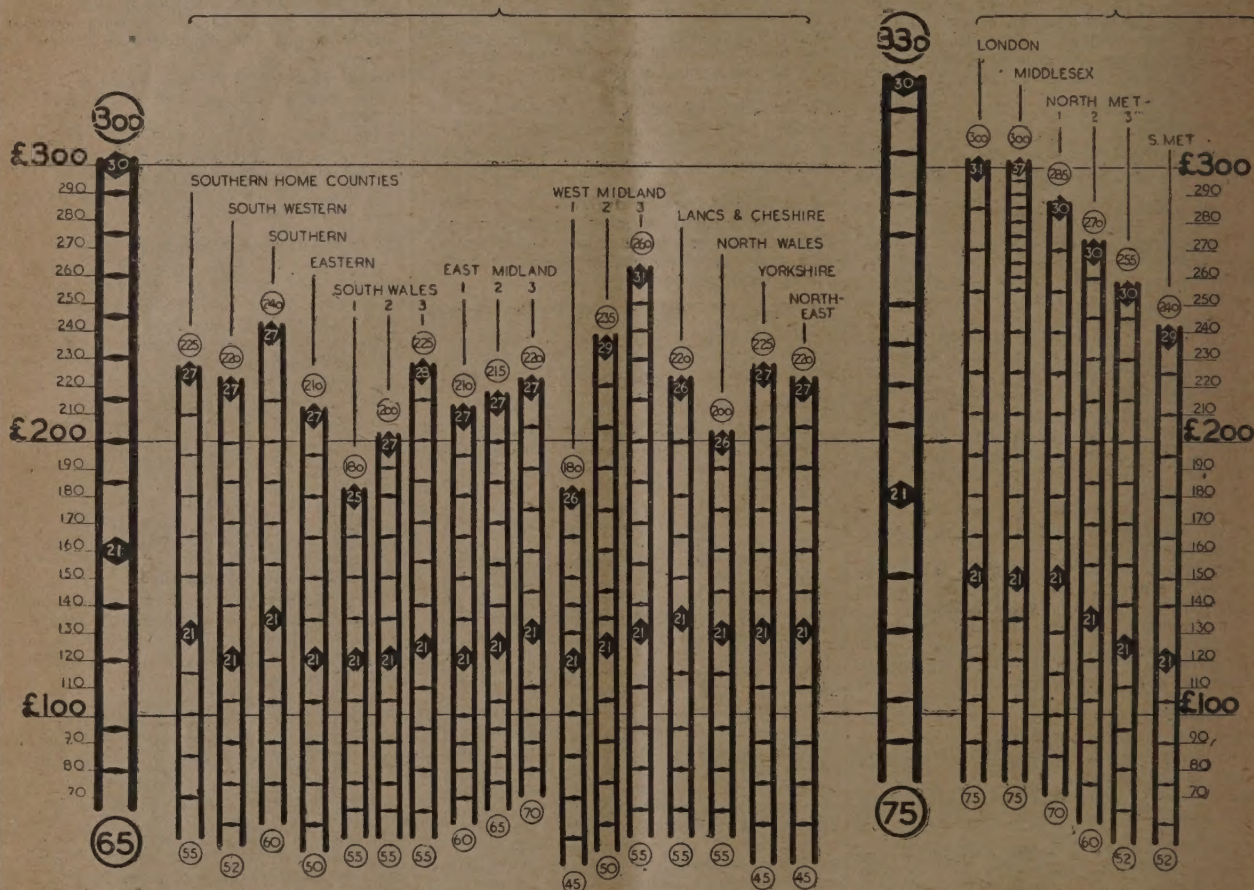
# NEW SCALES FOR OLD!

NEW  
SCALE FOR  
PROVINCES

FORMER  
SCALES FOR  
PROVINCES

NEW  
SCALE  
FOR LONDON

FORMER  
LONDON  
SCALES



Showing how the general division of the new national scales compares with existing provincial council scales. The ladders indicate the rate of progress up the scale, each rung representing an annual increment. The figures in circles represent salaries at the bottom and top of the scale, while the diamonds mark the points reached at age 21 and the age at which the top of the scale is reached. All the scales start at age 16.

by the employing authority. If his absence continues after the third day, he shall submit forthwith a medical certificate as to the nature and probable duration of the illness. Thereafter, medical certificates shall be submitted at intervals of seven days or at such longer intervals as in any case may be decided by the employing authority. On his returning to duty, the officer shall submit a medical certificate of fitness if required.

(b) An officer entering a hospital or similar institution shall submit a medical certificate on entry and on discharge in substitution for periodical certificates.

(c) A case of a serious character, in which a period of sick leave on full pay in excess of the period of benefit under Clause (1) would by relieving anxiety materially assist a recovery of health, shall receive special consideration by the employing authority.

(d) An allowance shall not be paid in a case of accident due to active participation in sport as a profession nor in a case in which contribu-

tory negligence is proved, unless the employing authority by resolution decide otherwise.

(e) A period of absence due to injury sustained by an officer in the actual discharge of his duty and without his own default shall not be recorded for the purposes of this scheme.

(f) If an officer who has received an allowance under this scheme in respect of a period of disability recovers damages in respect of the disability he shall advise the employing authority forthwith, and it shall be competent to the employing authority, if they consider it equitable, to require the officer to refund a sum equal to the aggregate of the allowances paid to him during the period of disability or such part thereof as is deemed appropriate, but not exceeding the amount of the damages recovered, and, in that event, the period covered by the sum refunded shall not be recorded for the purposes of this scheme.

(g) The employing authority may at any time require an officer who is unable to perform his duties as a consequence of illness to submit to

an examination by a medical practitioner nominated by the authority. Any expense incurred in connection with such examination shall be met by the authority.

(h) The provisions of this scheme shall cease to apply to an officer on the termination of his employment in pursuance of the provisions of the Superannuation Act applicable to his case, whether by reason of permanent ill-health or infirmity of mind or body or by reason of age, but without prejudice to the right of an officer whose employment is terminated by reason of permanent ill-health or infirmity to receive the period of notice provided by his contract of service.

(i) If it is reported to the employing authority that an officer has failed to observe the conditions of this scheme or has been guilty of conduct prejudicial to his recovery and the authority is satisfied that there is substance in the report, the payment of the allowance shall be suspended until the authority has made a decision thereon, provided that before making a decision the employing authority shall advise



the officer of the terms of the report and shall afford him an opportunity of submitting his observations thereon and of appearing, or being represented, before the authority or its appropriate committee. If the employing authority decide that the officer has failed without reasonable excuse to observe the conditions of the scheme or has been guilty of conduct prejudicial to his recovery, then the officer shall forfeit his right to any further payment of allowance in respect of that period of absence.

#### 4. Contact with a Case of Notifiable Disease.

This scheme does not apply to an officer who is required to absent himself from duty following contact with a case of notifiable disease. In such a case the period of absence shall be regarded as special leave with full pay.

#### 7. Payment of Removal Expenses.

When an officer is required by his employing authority to transfer from one district to another, under the jurisdiction of that authority, he shall be reimbursed the cost of removal, provided that an estimate of the cost has first been approved by the head of the department concerned. Removal expenses are to include only such expenses as are reasonably incurred in connection with the removal, namely those directly arising out of the transference of furniture and household goods. Any other incidental expenses are only to be paid with the express approval of the employing authority.

#### 18. Expenses of Candidates for Appointment.

- (i) Railway fare or 'bus fare incurred.
- (ii) Subsistence expenses on the following scale:

Bed and breakfast .. ..	15s. 0d.
Lunch .. .. .	4s. 0d.
Tea .. .. .	2s. 6d.
Dinner .. .. .	6s. 0d.

Expenses of candidates will not be paid until after the conclusion of the interview, and in the event of a candidate withdrawing his application, or refusing the offer of employment on grounds which in the opinion of the interviewing committee or official are inadequate, no expenses will be paid. The expenses of a candidate appointed to a post will not be paid until he enters upon his duties, and any other expenses necessarily incurred by him will be payable only on production of receipted vouchers, except for items of a minor nature, for example, 'bus fares.

These conditions should be brought to the notice of candidates when the request for their attendance for interview is made.

#### 19. Subsistence Allowances and Travelling Expenses.

The following allowances shall be made: *Heads of departments, deputies, and other officers receiving salaries of £700 and over—*

first class railway fare at the monthly return rate.

*Other officers—*unless necessarily travelling with a member of the Council, a head of a department, or a deputy who is travelling first-class—third class railway fare at the monthly return rate.

*All officers—*personal allowance when engaged within the area of the employing authority:

(i) Bed and breakfast .. ..	15s. 0d.
(ii) Lunch .. .. .	4s. 0d.
(iii) Tea .. .. .	2s. 6d.
(iv) Dinner .. .. .	6s. 0d.

*All officers—*personal allowance when engaged outside the area of the employing authority:

- (i) Day and night—£1 16s. 0d.
- (ii) Day exceeding 8 hours but not including a night—£1 1s. 0d.
- (iii) Day not exceeding 8 hours and not less than 4 hours—6s. 6d.

**MOTOR CAR ALLOWANCES—**a scale of allowances for officers who are required to use their own cars for official purposes will be formulated when the present abnormal conditions no longer obtain.

#### 20. Welfare.

It shall be the responsibility of the Establishment Committee to make adequate provision for ensuring the welfare of the staff, including the conditions under which they work.

## III. NATIONAL SCALES OF SALARIES

1. The scales of salaries are as follows:

#### General Division.

This division includes officers engaged on duties dealing with particular matters in accordance with well-defined instructions and regulations.

Age	MEN.		WOMEN.	
	Salary	An. Inc.	Salary	An. Inc.
	£	£	£	£
16	65	15	52	12
17	80	15	64	12
18	95	25	76	20
19	120	20	96	16
20	140	20	112	16
21	160	25	128	20
22	185	15	148	12
23	200	15	160	12
24	215	15	172	12
25	230	15	184	12
26	245	15	196	12
27	260	15	208	12
28	275	15	220	12
29	290	10	232	8
30	300	—	240	—

#### Clerical Division.

This division includes officers performing duties of a clerical character which, having regard to their character and responsibilities, merit those officers being classified higher than the General Division.

MEN.		WOMEN.	
Salary	An. Inc.	Salary	An. Inc.
£	£	£	£
315	15	252	12
330	15	264	12
345	15	276	12
360	—	288	—

#### Higher Clerical Division.

This division includes officers engaged as supervisors of large or important sections of clerical work or on more responsible individual work than that of the Clerical Division.

MEN.		WOMEN.	
Salary	An. Inc.	Salary	An. Inc.
£	£	£	£
380	15	304	12
395	15	316	12
410	15	328	12
425	—	340	—

#### Miscellaneous Division.

This division includes officers whose duties are not wholly clerical in character but are of a specialised nature, such as time-keepers, store-keepers, road foremen, and supervisors of many kinds. These officers will not normally be recruited as juniors by competitive examination.

MEN.			
GRADE I.		GRADE II.	
Salary	An. Inc.	Salary	An. Inc.
£	£	£	£
255	15	315	15
270	15	330	15
285	15	345	15
300	—	360	—

#### Administrative, Professional, and Technical Division.

**ADMINISTRATIVE.** The duties appropriate to this class are those concerned with the formation of policy, improvement of organisation, general administration of instructions of the employing authority and the control of departments, higher work in the legal, technical, accounting, and other departments; also subordinate officers engaged on professional or technical work of a minor character.

**PROFESSIONAL AND TECHNICAL.** Officers with legal, medical, scientific, accountancy, secretarial, or other qualification covered by a Professional Institute, including civil or mechanical engineers, surveyors, architects, etc.

MEN AND WOMEN.			
GRADE I.		GRADE II.	
Salary	An. Inc.	Salary	An. Inc.
£	£	£	£
330	15	360	15
345	15	375	15
360	15	390	15
375	—	405	—
GRADE III.		GRADE IV.	
390	15	420	15
405	15	435	15
420	15	450	15
435	—	465	—

GRADE V.		GRADE VI.	
460	15	535	20
475	15	555	20
490	20	575	25
510	—	600	—

GRADE VII.		GRADE VIII.	
575	25	625	25
600	25	650	25
625	25	675	25
650	—	700	—

#### Special Weighting in the London Area.

The salary scales shall be weighted, as follows, in favour of officers in the London area:—

**General Division—Men:** aged 16 to 20, £10; 21 to 25, £20; and 26 to 30, £30.

**Women:** proportionate weighting to preserve present 80 per cent relationship with men's scales.

**Clerical and Higher Clerical Divisions—£20** for men, with proportionate weighting for women.

**All other scales—£20** for men and women.

**NOTE:** All the foregoing scale figures are exclusive of the war bonus from time to time determined by the National Council.

#### 22. Commencing Salary.

The commencing salary of an officer appointed in the General Division shall be the salary appropriate to his age on the date of his appointment.

#### 23. Increments.

(a) In the General Division increments are payable from the first day of the pay period following that in which the officer attains the stated age.

(b) In all other divisions the increments of salary provided in the various grades shall be granted automatically on the first day of the pay period following 1st April each year, until the maximum salary of the grade is reached, subject to six months' service in the post.

(c) An increment may be withheld if an officer is reported upon adversely, subject to the right of the officer to appeal to the Establishment Committee. If an increment is withheld because of unsatisfactory service and the service of the officer subsequently becomes satisfactory, the increment may thereupon be reinstated.



(d) The salary of an officer may be increased by an amount in excess of the normal scale increment, on the grounds of special merit or ability.

#### 24. Annual Reports.

In order that the qualifications of officers who are considered for promotion may be systematically recorded and readily available, and in order that such qualifications may be estimated in accordance with a common standard, there shall be introduced a system of annual reports. Reports are to be made by a Certifying Officer (officer in charge of the section or group in which the officer to be reported on is working) and countersigned by the Head of the Department. The annual reports shall be submitted to the Establishment Committee of the employing authority by the Clerk, and it shall be the duty of the Clerk to secure that the reports are systematically prepared in accord with a common standard. An adverse report shall be shown to the officer concerned. This system shall apply to all officers within the salary scales subject to the reservation that in the case of officers with salaries above £500 per annum it will be open to the local authority to waive the use of annual reports at their discretion, if circumstances render such a course desirable. A model form of annual report is appended. (See Appendix A.)

#### 25. General Division—Assessment Reports at Ages 21 and 26.

At 21 and 26 years of age in place of the

annual report there shall be a special assessment report by the Head of the Department in which the officer is serving which shall include a review of the previous annual reports. If the special assessment report at 21 is satisfactory the salary of the officer shall progress according to scale to the maximum salary of the General Division, subject to the submission of satisfactory annual reports and to a satisfactory assessment report at 26. If the special assessment report at 21 is unsatisfactory the employing authority shall be entitled to dispense with the services of the officer subject to the right of appeal provided for by paragraph 23 (c). If the special assessment report at age 26 is unsatisfactory increments may be withheld.

#### 26. Establishment.

(a) The establishment of each department of an employing authority shall be determined by allocating a definite number of posts to the suitable grades included in the scales of salaries, the allocation being determined by reference to the duties and responsibilities attaching to each post.

(b) The establishment shall be reviewed at regular intervals, but shall not be varied except for urgent and necessary reasons.

#### 27. Promotion to Higher Grade.

(a) Promotion to a higher grade shall be dependent on the existence of a vacancy in that grade, except when the establishment is reviewed or when additional posts are allocated.

(b) An officer may be promoted to a higher

grade before he has reached the maximum salary of his existing grade.

(c) On promotion an officer shall be paid not less than the minimum salary of the grade to which he is promoted and provided that his initial salary on the higher grade shall not be less than his salary immediately prior to promotion.

#### 28. Promotion from General Division

A General Division officer shall not be eligible for promotion to a higher grade unless he or she has passed successfully the promotion examination or has secured the qualification of a recognised Professional Institute. Compliance with either or both of these conditions will establish an officer's eligibility for promotion, but promotion can only be effective when a suitable vacancy arises. The National Council has decided to establish a suitable promotion examination in the future, together with the necessary machinery.

#### 29. Recognition of Examination Successes

The gaining of Intermediate or Final Examination Diplomas usually recognised by local authorities and applicable to the department in which the officer concerned is employed should be recognised by a monetary grant of £15 in respect of the Intermediate Examination and of £30 in respect of the Final Examination, unless the possession of the particular diploma is a condition of the appointment. A list of the examinations suggested as appropriate to the local government service is given in Appendix B (on page 32).

## IV. OFFICIAL CONDUCT

#### 30. Relatives of Members of the Authority or Officers.

Every candidate for any appointment under an employing authority shall, when making application, disclose in writing to the clerk of the authority whether to his knowledge he is related to any member of the authority or to a holder of any senior office under the authority. Deliberate omission to make such a disclosure will disqualify the candidate, and if the omission is discovered after appointment, he shall be liable to dismissal. Every member and senior officer of the authority shall similarly disclose to the authority any relationship known to him to exist between himself and a candidate for an appointment of which he is aware. It shall be the duty of the clerk to the authority to report to the authority or appropriate committee any such disclosure made to him.

The purport of this regulation shall be stated in any form of application issued.

(For the purpose of this regulation "senior officer" and "senior office" mean those designated as such by the appropriate committee.)

#### 31. Canvassing of Members of the Authority or Officers.

Canvassing of members of an employing authority, directly or indirectly, in connection with any appointment under the authority, shall disqualify the candidate. The purport of this regulation shall be stated in any advertisement and form of application issued. A member of the authority shall not solicit for any person any appointment under the authority, or recommend any person for such appointment or for promotion; but this paragraph shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character, for submission to the authority with an application for appointment.

#### 32. Direct Employment by Authority.

(1) Employing authorities shall not make appointments of senior officers on terms which include the salaries of other persons engaged on the work of the authority.

(2) All officers engaged on the work of the authority shall be employed and paid directly by the authority.

#### 33. Proceedings of Committees.

No officer shall communicate to the public the proceedings of any committee meeting, etc., nor the contents of any document relating to the authority unless required by law or expressly authorised to do so.

#### 34. Interest of Officers in Contracts.

If it comes to the knowledge of an officer that a contract in which he has any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been, or is proposed to be, entered into by the authority, he shall, as soon as practicable, give notice in writing to the Clerk of the authority of the fact that he is interested therein. (Attention is drawn to the provisions of the Local Government Act, 1933, Section 121, and the London Government Act, 1939, Section 90.)

#### 35. Information concerning Officers.

Information concerning an officer's private affairs shall not be supplied to any person outside the service of the employing authority unless the consent of such officer is first obtained.

#### 36. Publicity regarding Salaries and Promotion.

Employing authorities should give effect to the following recommendation made by the Royal Commission on Local Government in 1929:

"We are impressed by the fact that this question has been raised not only by representatives of local government officers, but by representatives of local authorities who, without any desire to limit proper public discussion of the expenditure of public money on salaries, strongly deprecate public debate upon the salary and promotion of individual officers. It is clear that the publicity given to invidious discussions of personalities may have very detrimental effects upon the service and it would be desirable for local authorities to consider by what procedure this might be minimised."

Employing authorities should include in their Standing Orders the model Standing Order suggested by the Ministry of Health, as follows:

"If any question arises at a meeting of the Council as to the appointment, promotion, dismissal, salary or condition of service, or as to the conduct of any persons employed by the Council, it shall be considered by the Council in Committee unless the Council otherwise resolve."

#### 37. General.

The first duty of a local government officer is to give his undivided allegiance to the authority employing him. With his private activities the authority in general is not concerned, so long as his conduct therein is not such as to bring discredit upon the service in which he is an officer. For that conduct in public service is entitled to demand the highest standard.

The maxim laid down for a court of law, that it is of fundamental importance not only that justice should be done in it, but that it should manifestly and undoubtedly be seen to be done, applies with equal force to the local government officer. Public confidence in his integrity would be shaken were the least suspicion, however ill-founded, to arise that he could be in any way influenced by improper motives.

From this it must follow that the local government officer, as a public servant, must not only be honest in fact, but must be beyond the reach of the suspicion of dishonesty.

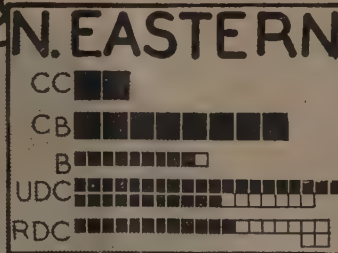
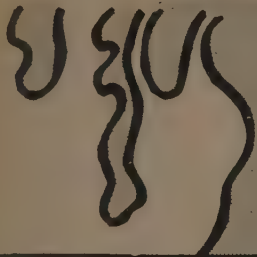
He is not to subordinate his duty to his private interests; or to put himself in a position where his duty and his private interests conflict. He should not make use of his official position to further those interests, but neither is he so to order his private affairs as to allow the suspicion to arise that a trust has been abused or a confidence betrayed.

He should be courteous to all with whom his duties bring him in contact.

The public expects from the local government officer a standard of integrity and conduct not only inflexible but fastidious. It is the duty of the service to see that this expectation is fulfilled.




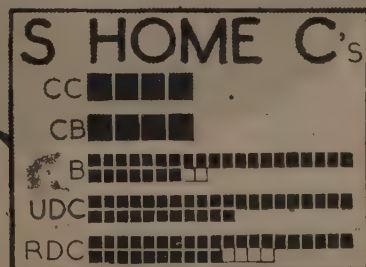
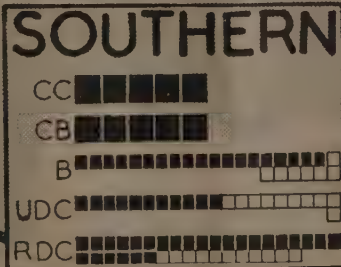
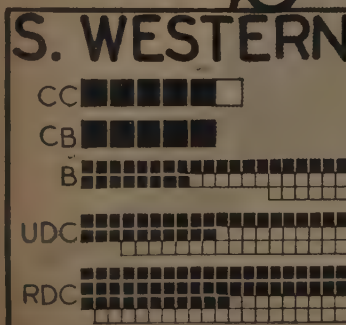
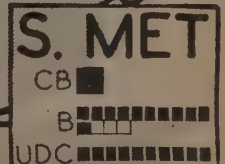
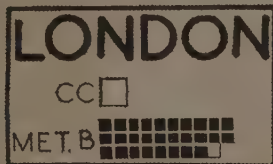
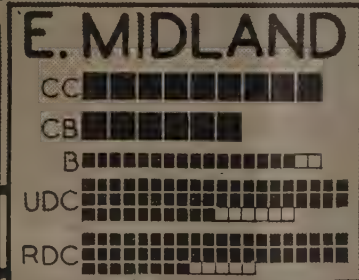
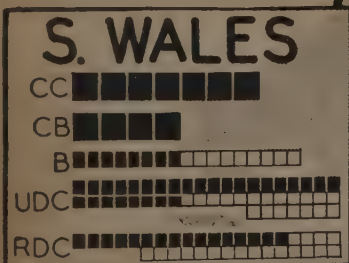
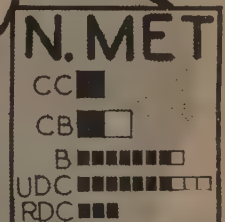
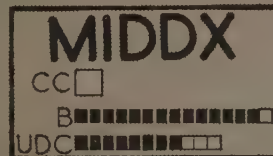
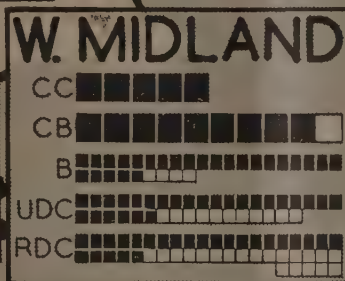
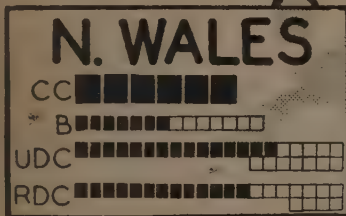
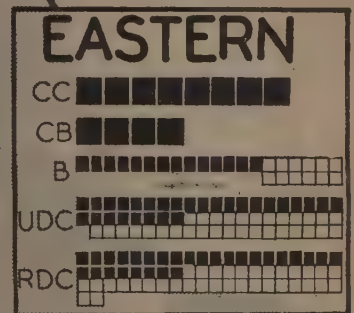
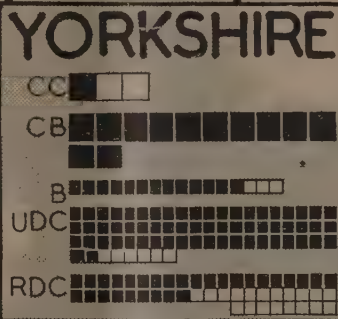
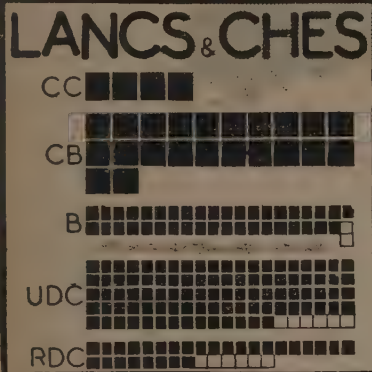
# WHITLEYISM ADVANCING



**The map shows the extent to which local authorities in England and Wales are now supporting the Provincial Whitley Councils.**

Each black square represents a local authority which is a constituent member of the appropriate Provincial Council.

 Each white square represents a local authority which has not yet become a member of the appropriate Provincial Council.



Out of the 1,530 local authorities in England and Wales, 1,140 are members of Provincial Councils, including 57 out of 62 County Councils, 81 out of 83 County Boroughs, 237 out of 309 Boroughs, all the Metropolitan Boroughs (but not the Corporation of the City of London), 431 out of 572 Urban Districts, and 306 out of 475 Rural Districts.



## 32 V. Interpretation, Appeal, Date of Operation.

### 38. Decision of Questions.

Any questions concerning the interpretation of the paragraphs of this Scheme shall be referred to the National Joint Council for determination.

### 39. Appeal.

Any question as to the rights of an officer under the Scheme shall be decided in the first instance by the employing authority. If the officer is dissatisfied with the decision or with the failure of the employing authority to come to a decision, the matter shall be referred to the appropriate Provincial Council as a difference and dealt with by the Provincial Council under its Constitution.

### 40. Safeguarding of Existing Staff.

Where an officer under his existing contract of service is receiving a higher salary or would progress to a higher salary than that applicable to the grading of his post under this Scheme, such higher salary or progressive higher salary shall be preserved in his case; otherwise the Scheme shall apply in its entirety.

### 41. Application of Scales.

The General Division Scale shall be applied as regards existing officers on a lower scale so as to ensure that an officer shall reach the appropriate position on the scale by four six-monthly equal instalments beginning on the 1st April, 1946, such payments to be in addition to the annual increments due under the scale. Where, in the case of holders of posts other than those in the General Division the difference in salary becoming due is in excess of £40 per annum, the officer concerned shall receive £40 or not more than one half of such difference, whichever is the higher, from 1st April, 1946, and the balance from 1st April, 1947. The latter increase to be in addition to the annual increment due under the scales.

### 42. Date of Application.

This Scheme shall operate from the 1st April, 1946.

## APPENDIX A.

### Annual Report on Staff

In the first appendix to the Charter a model form is set out for the use of senior officers making annual reports on members of the staff.

After allowing space for the entry of the employee's age, and the dates of entry into (a) the local government service, (b) the particular department concerned, (c) the present grade and (d) the post occupied, a detailed analysis of the performance of duties in the present grade is required. Entries are to be made on the following points:

**Character and Personality.**—Personality and force of character, address and tact, and initiative.

**Capacity.**—Judgment and common sense, power of supervision, and zeal; and

**Performance of Duties.**—Knowledge of post occupied, knowledge of department, output and quality.

Each point is to be marked "outstanding," "very good," "satisfactory," or "unsatisfactory." A remarks column is also provided.

The second section deals with fitness for promotion, the employee being marked as (a) exceptionally well qualified, (b) fully qualified, (c) qualified, or (d) not yet qualified.

An adequate space for general remarks, including any special qualifications not previously given, is followed by a certificate as to the accuracy of the document to be signed by the certifying officer and the head of the department concerned.

These notes follow for general guidance: The preparation of reliable reports on the

staff is an important duty. The opinions which are expressed by the Certifying Officer should represent the result of careful consideration, so that if called upon he may be ready to justify his opinions. Similarly, the judgment of the Head of the Department, as counter-signing officer, should not be merely a formal endorsement of that of the certifying officer but should represent his considered opinion based either on independent knowledge or substantial evidence. Reports should be rendered without reference to previous reports by other reporting officers, and a reporting officer should not pass to any other officer the notes or copies of his reports which he may have made.

Preparatory to marking the report form, reporting officers should settle in their own minds what is a just appraisal in respect of each of the nine categories and when each quality has been thus valued, a mark (✓) should be entered in the appropriate column. The "Remarks" column should be freely used for explanatory comments; in particular for "Unsatisfactory" marking an indication should be given of the manner in which shortcomings have been shown.

## APPENDIX B.

### Appropriate Examinations

#### Clerk's Department.

Degree of a British University.  
Law Society (Solicitor).  
Council of Legal Education (Barrister-at-Law).  
Diploma in Public Administration.  
Chartered Institute of Secretaries.  
N A L G O  
Corporation of Certified Secretaries.

#### Education Department.

Degree of a British University.  
Diploma in Public Administration.  
Diploma in Educational Administration.  
Chartered Institute of Secretaries.  
N A L G O  
Specialists Diplomas (e.g. for Organisers of Physical Training, Domestic Subjects, etc.).  
Corporation of Certified Secretaries.

#### Engineer's and Surveyor's Department.

Degree of a British University.  
University Diploma in Town Planning and Civil Engineering.  
Diploma in Public Administration.  
Royal Institute of British Architects.  
Institution of Civil Engineers.  
Institution of Mechanical Engineers.  
Institution of Water Engineers.  
Institution of Fire Engineers.  
Institution of Municipal and County Engineers.  
Chartered Surveyors' Institution.  
Town Planning Institute.  
Institute of Public Cleansing.  
Institute of Sewage Purification.  
N A L G O  
Royal Sanitary Institute—Sanitary Science as applied to Building and Public Works.  
Institute of Cost and Works Accountants.  
Chartered Institute of Secretaries.  
Corporation of Certified Secretaries.

#### Estate, Land Agents and Small Holdings Departments.

Degree of a British University.  
Chartered Surveyors Institution.  
Land Agents Society.  
Auctioneers and Estate Agents Institute.  
Corporation of Certified Secretaries.  
Diploma in Public Administration.  
Institute of Housing.

#### Housing Department.

Degree of a British University.  
Royal Institute of British Architects.  
Chartered Surveyors' Institution.  
Royal Sanitary Institute.  
Town Planning Institute.  
University Certificate in Social Science.  
Women Property Managers Association.  
Diploma in Public Administration.  
Chartered Institute of Secretaries.  
N A L G O  
Institute of Housing.  
Corporation of Certified Secretaries.  
Incorporated Society of Auctioneers and Landed Property Agents.

#### Libraries' Department.

Degree of a British University.  
Library Association.

Diploma in Public Administration.  
London University School of Librarianship Diploma.

#### Parks Department

Degree of a British University.  
Institute of Park Administration.  
Diploma of the Royal Horticultural Society.  
Degree in Public Administration.  
Diploma in Public Administration.

#### Public Assistance Department.

Degree of a British University.  
Council of Legal Education (Barrister-at-Law).  
Diploma in Public Administration.  
Chartered Institute of Secretaries.  
Hospital and Institutional Officers' Certificate.  
N A L G O  
Poor Law Examinations Board—Relieving Officers, Institution Officers, and Clerical Assistants.  
Poor Law Examination Board for Scotland.  
(See also certain of the examinations included under Public Health Department.)  
Corporation of Certified Secretaries.

#### Public Health Department.

Degree of a British University.  
Diploma in Public Health.  
Royal Sanitary Institute and Sanitary Inspectors' Examination Joint Board.  
Royal Sanitary Association (Scotland).  
General Nursing Council.  
Central Midwives' Board.  
Royal College of Veterinary Surgeons.  
Society of Radiographers.  
Chartered Society of Physio-Therapy.  
Society of Apothecaries of London.  
Institute of Chemistry.  
Diploma in Public Administration.  
Chartered Institute of Secretaries.  
N A L G O  
Royal College of Surgeons.  
Royal College of Physicians.  
Pathological Laboratory Assistants.  
College of Teachers for the Blind (Home Teachers' Certificate).  
Corporation of Certified Secretaries.  
Institute of Public Cleansing.

#### Rating and Valuation Department (or Section).

Degree of a British University.  
Inc. Association of Rating and Valuation Officers.  
Chartered Surveyors' Institution.  
Incorporated Society of Auctioneers and Landed Property Agents.  
Diploma in Public Administration.  
N A L G O  
Auctioneers and Estate Agents Institute.

#### Trading Departments.

Degree of a British University.  
Institution of Gas Engineers.  
Institution of Water Engineers.  
Diploma in Gas Engineering.  
Institute of Chemistry.  
Chartered Institute of Secretaries.  
Assn. of Certified and Corporate Accountants.  
Institute of Cost and Works Accountants.  
Diploma in Public Administration.  
N A L G O  
Corporation of Certified Secretaries.  
Institute of Electrical Engineers.

#### Transport Department.

Degree of a British University.  
Diploma in Public Administration.  
Institute of Transport.  
Chartered Institute of Secretaries.  
N A L G O  
Institute of Cost and Works Accountants.  
Institution of Mechanical Engineers.  
Institute of Automobile Engineers.  
Assn. of Certified and Corporate Accountants.  
Corporation of Certified Secretaries.

#### Treasurer's Department.

Degree of a British University.  
Inst. of Municipal Treasurers and Accountants.  
Society of Incorporated Accountants and Auditors.  
Institute of Chartered Accountants.  
Assn. of Certified and Corporate Accountants.  
Institute of Cost and Works Accountants.  
Diploma in Public Administration.  
Chartered Institute of Secretaries.  
N A L G O  
Corporation of Certified Secretaries.

#### Weights and Measures, Gas Inspectors.

Degree of a British University.  
Diploma in Public Administration.  
Board of Trade—Inspectors of Weights and Measures.  
Ministry of Fuel and Power—Inspectors of Gas Meters.





## J. H. WARREN Appointed Association's General Secretary

At a special meeting on January 30, the National Executive Council selected JOHN H. WARREN, town clerk of Slough, to be general secretary of NALGO, in succession to the late JOHN MONDS, M.A., who died in May, 1945. There were 138 applicants for the appointment, which carries a salary of £2,000 a year, rising to £2,500.

Mr. Warren, who is particularly well known to members in the North-Western and Southern districts, both of which he has represented on the N.E.C., possesses to a high degree all the qualifications needed of the administrative leader of NALGO—a lifelong experience of local government, deep practical and academic knowledge of its problems, and a long record of service for the Association, combined with tested administrative and negotiating ability.

His experience of local government ranges from the bottom to the top of the ladder. Born in 1895, he started his official career at the age of 16 as an office boy in the town clerk's department at Birkenhead, at the princely salary of 6s. a week. From 1916 to 1926, he served as a committee clerk, becoming senior committee and conveying clerk in the latter year. After private study, he was admitted a solicitor of the Supreme Court in 1933, and became assistant solicitor at Birkenhead. In 1935 he was appointed clerk and solicitor to Newton-le-Willows urban district council, and in 1939 town clerk of the rapidly expanding borough of Slough.

Always a keen student of local government, Mr. Warren was the first member of NALGO to obtain the Diploma in Public Administration at London University, at the first examination of this qualification ever held in Britain in 1929. Seven years later, he was granted the degree of Bachelor of Arts of Liverpool University for a thesis of 100,000 words on the history, economics, and administration of municipal public utility services. He is also a Fellow of the Institute of Public Administration and a member of the Editorial Board of three conducting the "Public Administration Journal." For 15 years, while in

Birkenhead, he acted as a tutor in local government for the Workers' Educational Association, and for six years was an external lecturer in public administration at Liverpool University.

Mr. Warren possesses marked ability as a writer, first demonstrated at the age of 26, when, as an unknown committee clerk, he wrote a book on municipal trading which was published in a series every other author in which was a recognised authority on his subject. In 1944, he was selected by Messrs. Allen and Unwin to be general editor of their new "Town and County Hall" series of books on local government, with the task of planning the series, recommending the authors, and approving their manuscripts. He has himself written the basic volume, "The English Local Government System," which is due to appear in the next few weeks, and is the author of innumerable signed articles and unsigned leading articles which have appeared in LOCAL GOVERNMENT SERVICE and other periodicals. What is less well known, save among his intimate friends, is the fact that he is also a poet, and has published for private circulation a number of sonnets in classical style, all marked by profundity of thought and feeling.

Always keenly interested in public service, Mr. Warren was chosen as a Parliamentary candidate at the age of 27, and unsuccessfully contested a seat in the general election of 1924. From 1923 to 1935 he was a justice of the peace for Wallasey and in 1937-9 was honorary legal adviser to the Conference of Smaller Electricity Undertakers considering the McGowan Report. He is an able speaker, and has addressed organisations and groups of all kinds, generally on local government matters.

Mr. Warren's association with NALGO goes back for 30 years, 25 of them in office in the Association. Between 1920 and 1935 he was successively deputy chairman, chairman, and president of the Birkenhead branch, from 1935 to 1939 president of Newton branch, and from 1939 to 1943 vice-president and president of

Slough branch. He was elected to the North Western district committee in 1920, sitting on the executive from 1925 to 1935, and is at present a member of the Southern district committee.

He has been a member of the N.E.C. since 1935, and as chairman of the public relations committee for the past nine years, has played a leading part in the development of the Association's public relations policy and of LOCAL GOVERNMENT SERVICE, while as chairman of the NALGO Reconstruction Committee since it was formed, he has been largely responsible for its two reports on local government structure and on relations between local government and the community. For the past seven years, he has been a member of the Board of Logomia.

Mr. Warren's active work for Whitleyism dates back to 1925, when he was first elected to the staff side of the Lancashire and Cheshire provincial council, on which he sat until 1935. Since 1941 he has been joint secretary and treasurer of the Southern (formerly South Midlands) provincial council.

The above record clearly shows that in its new general secretary the Association possesses a man of wide knowledge and experience of every branch of its work, fully capable not only of maintaining the high standards set by previous holders of the office, but of enhancing those standards to meet the problems and opportunities of the future.

### Resignation of R. W. Coppock

At the same meeting, the N.E.C. heard with regret of the resignation, on his retirement from the service, of R. W. COPPOCK, for many years chairman of the NALGO Approved Society. Mr. Coppock was one of the last remaining members of those who founded the Approved Society, and had sat on its management committee since it was formed in 1913. He is succeeded as chairman by A. BOWKER, who in turn is succeeded as vice-chairman by V. CARTLIDGE.



# 34 Association Buys £33,000 Convalescent Home as National War Memorial

NALGO has bought a new convalescent home for its members, as a memorial to those who lost their lives in the war.

At last year's Conference, the National Executive Council was instructed to consider the most suitable form of war memorial. At about the same time, it became evident that the Association was likely soon to lose the existing convalescent home at Matlock. When the Approved Society, to which the home belongs, ceases to function under the National Insurance Scheme, its assets, including "Nalگو House," will be transferred to the Government.

In these circumstances, the Council felt that the most appropriate war memorial would be a new convalescent home, and started to search for a suitable building. After several had been inspected, one was found—Knole Lodge, a former private hotel, in Knyveton Road, Bournemouth—and at its meeting on January 12, the Council agreed to buy the building.

Knole Lodge is a well-equipped building, in the best part of Bournemouth, seven minutes' walk from the sea and ten minutes' from the station. It contains 32 bedrooms, with accommodation for about 60 visitors, five bathrooms, a vita-glass sun lounge, smoking-room, drawing-room, and dining-room, all centrally heated, and stands in its own grounds amid the pine trees and flowering shrubs for which Bournemouth is renowned. What is of special importance today, it has been sold fully furnished.

NALGO expects to take possession next month, and a sub-committee is now making arrangements for the admission of members this summer.

The cost, £33,000, has been met by the Benevolent and Orphan Fund, which will shortly be making a special appeal to branches for contributions to meet both the capital charge and the cost of maintenance.

Other matters dealt with by the Council on January 12, included:

**Nationalisation Plans.**—All necessary action is being taken to protect the interests of members likely to be affected by the Government's proposals to nationalise electricity, gas, transport, and docks and harbour services. Branches will shortly be informed of the N.E.C.'s proposals.

**Teaching Experience in Education.**—Further consideration was given to the common requirement that applicants for senior posts in education departments shall have had teaching experience which was the subject of a long debate at the N.E.C.'s October meeting. It was decided to seek a further interview with the Association of Directors and Secretaries for Education.

**Joint Consultative Committees.**—Rules approved at the last Conference empower the Council to make regulations for joint consultative committees. Rules have now been adopted and will be circulated to the sectional and professional societies which are members. A similar committee is to be established in Scotland. An application for membership from the Institute of Hospital Administrators was approved.

**National Whitley Council.**—The retiring representatives of the Association on the National Whitley Council—Miss M. ANDERSON, L. BEVAN, J. E. N. DAVIS, F. H. HARROLD, P. H. HARROLD, E. L. RILEY, E. A. S. YOUNG and J. YOUNG—were re-appointed. It was decided to nominate E. F. BACON, L. BEVAN, A. G. BOLTON, J. E. N. DAVIS, W. O. DODD, J. PEPPER, A. PINCHES, E. L. RILEY, W. ROWLANDS and E. A. S. YOUNG for re-election to the executive committee.

**Reinstatement of C.O.s.**—Consideration of the problem of reinstatement of conscientious objectors was deferred until the National Service (Release) Conscientious Objectors Bill had been passed.

**War Service Pay.**—It was reported that several local authorities had stopped making up pay under the Local Government Staffs (War Service) Act, 1939, to employees now being called up. The Council reaffirmed its policy that pay should be made up during the period of emergency as defined in the Act, and instructed district officers to take action where necessary.

**Rushcliffe Scales.**—It was reported that the scales for certain classes of nurses had been

revised from January 1, 1946, as follows: *Ward Sister*, £160×10—£220, plus £20 after five years at £220 and £20 after another five years; *Staff Nurse*, £120×10—£160, plus £10 after five years at £160 and £10 after another five years; and *Assistant Nurses*, £90×5—£120 and then by £5 increments every two years to £160, and £75×5—£100. The value of emoluments has also been increased. Consideration is now being given to the scales of other classes governed by the Rushcliffe report, including student and pupil nurses.

**Non-Infectious Tuberculous Persons.**—The employment of non-infectious tuberculous persons by local authorities was referred to the National Whitley Council staff side.

**Standing Conferences of Women's Organisations.**—District committees and branches are to be encouraged to join the Standing Conferences of Women's Organisations on which the Association is already represented. It was decided to affiliate to the National Council of Women of Great Britain.

**National Insurance.**—The Council viewed with grave apprehension the attitude of the Minister of National Insurance, as indicated to a recent deputation from the Association and other organisations, on transfer to Government employment and compensation of local authority staffs in consequence of the Government's proposals on national insurance. It was decided, as a matter of urgency, to consult with the County Councils' Association, the Association of Municipal Corporations, and the London County Council and to raise the issue at an early meeting of the T.U.C. Local Government Advisory Committee.

**Pensions Increase Act, 1944.**—The Act has been extended in its present form until March 31, 1947, by the Expiring Laws (Continuance) Act, 1945. In reply to a debate in the House of Commons, the Financial Secretary to the Treasury promised early and sympathetic consideration by the Government to remove existing anomalies.

**Reinstatement in Civil Employment.**—No cases have arisen on which representations could be made to the Minister of Labour, and no further action will be taken at present.

**Social Insurance.**—The following policy was adopted in regard to the effect of the National Insurance Scheme on superannuation schemes:

Existing superannuation rights in addition to benefits under the National Insurance Scheme should be maintained for existing contributors; A sub-committee was appointed to deal with any modification or adjustment of superannuation schemes which may be called for as a result of the Government's Bill.

**Water Supply Publicity.**—NALGO has accepted a request from the British Waterworks Association, which has set up a public relations organisation modelled on NALGO's, for collaboration on matters of common interest. The B.W.A. is planning a film on water supply, and is preparing lantern slides, exhibitions, talks, and lectures. Branch public relations officers of the two associations have been invited to make local contacts, and organisers of local displays of the NALGO exhibition have been informed of the B.W.A. material available. It is hoped to arrange further useful co-operation.

**Aid for Branch P.R. Work.**—In response to a number of requests from branches for grants to assist them in meeting the cost of public relations work, the Council decided that all such applications must be dealt with under Rule 10c of the Association's rules. This rule empowers the Council to make additional grants to branches to enable them to meet approved expenditure which is not common to all branches and which cannot be met out of branch income, but requires the branches seeking such grants to submit estimates and details of the expenditure involved and to obtain the prior approval of the Council.

**L. Hill Prizes.**—Arrangements have been made for the award of the L. Hill prizes for D.P.A. students at Liverpool and London Universities. Students taking the courses at Liverpool University

and the London School of Economics may obtain full details from the university authorities on whose recommendations prizes will be awarded. Details of the L. Hill open prize for the best published work on a local government subject will shortly be announced.

**Summer School.**—A school will be held at Oxford College, Oxford, from July 20 to 27. Details will be published and sent to branches later. A school for Scottish students will be held at St. Andrews University from June 22 to 29.

**Area Education Committees.**—The Council received reports of:

A scheme inaugurated by the South-western district area education committee and approved by the South-western Provincial Whitley Council, providing for refresher courses in local government under the auspices of the universities; and

The syllabus for refresher courses in local government prepared by the South Eastern area education committee and approved by the Southern Home Counties Provincial Council.

**Public Service Buildings.**—At the request of the committee set up by the Minister of Town and Country Planning under the chairmanship of Lord Reith to consider the development of new towns to relieve congested areas, the Royal Institute of British Architects has undertaken a survey of provisions needed for public service buildings in towns of about 60,000 inhabitants. The R.I.B.A. has asked NALGO for ideas and suggestions affecting the design of new public buildings, and branches have accordingly been asked for their views. From the replies, a report will be prepared for submission to the R.I.B.A.

**Inquiry on London Local Government.**—A report prepared by the Metropolitan District Committee on London local government was not approved by the Council, which decided not to submit it as the Association's evidence to the Committee of Inquiry on London Local Government.

**H.Q. to Move.**—It was reported that the Government wished to purchase the Association's Headquarters' offices in Abingdon Street, Westminster, to provide increased accommodation for Members of Parliament. The Association will thus have to find alternative accommodation and this is now being sought.

**Distress in Europe.**—The Council decided to take no action on a letter from East Ham branch (a copy of which was published in last month's Journal), urging it to make representations to the Government on the alleviation of distress in Europe.

**Welcome to New Treasurer.**—The chairman offered a warm welcome to J. H. ROBINSON, the Association's new honorary treasurer, and paid tribute to the work of the former honorary treasurer, S. WHITEHEAD, who has resigned of his retirement from the service.

**Resignation of J. H. Warren.**—The Council accepted the resignation of J. H. WARREN, one of the representatives of the Southern District and former chairman of the public relations committee, in view of his decision to apply for the position of general secretary.

To fill the vacancies created by these two resignations the following appointments were made:

**Logomani Board of Management.**—G. LLEWELLYN and J. H. ROBINSON (in place of Messrs. Warren and Whitehead).

**Provident Society Committee of Management and Establishment Sub-Committee.**—J. H. ROBINSON (in place of Mr. Whitehead).

**Public Relations Committee.**—Chairman, E. H. MASON (former vice-chairman) and vice-chairman, N. W. BINGHAM.

The chairman of the Council, E. A. S. YOUNG, presided over the meeting, and those present were:

E. L. RILEY (vice-chairman), R. Adams, Miss M. Anderson, E. F. Bacon, W. R. Bevers, N. W. Bingham, H. Blizard, E. M. Bourne, S. H. Brodie, R. D. Brown, Miss E. Dawson, A. Clark, F. C. Corbishley, W. O. Dodd, R. F. Donnelly, J. W. Edmunds, R. Evans, R. L. Evans, J. Y. Fawcett, A. S. Garnett, A. A. Garrard, Miss F. L. Gates, F. H. Harrold, P. H. Harrold, R. E. Hero, H. W. John, H. R. Jones, H. Joyce, G. Llewellyn, S. Lunn, R. F. Mann, T. W. Maslen, E. H. Mason, J. W. Mason, C. J. Newman, T. Nolan, A. E. Nortrop, A. E. Ode, A. Denton-Ogden, J. Penny, J. Pepper, W. Pitt-Steel, J. H. Robinson, W. Rowlands, H. Russell, L. C. S. Leger-Yeend, R. T. Shears, W. Strother, L. H. Taylor, J. H. Tyrrell, J. S. Underwood, W. E. Veasey, S. Whitehead and J. Young.



# Building Society Cuts Mortgage Interest Rate to 3 $\frac{1}{4}$ %!

35

THE NALGO Building Society has decided to reduce the rate of interest to owner-occupiers buying, or wishing to buy, their homes with its aid from 4 to 3 $\frac{1}{4}$  per cent—the lowest rate ever charged by any Building Society.

This unprecedented cut, which will benefit thousands of members, takes effect from January 1 this year. What it will mean in reducing the annual charge for mortgage repayment on a £1,000 house upon which the borrower has taken out a 20-year mortgage, is shown in the following figures:

1939	1940	1946
£77	£80 10s.	£69

The decision, with which is linked a reduc-



"Borough Engineer's just back from Burma."

tion of  $\frac{1}{4}$  in the rate of interest on share investors, has been made known to borrowers and investors in the following letter from the Committee of Management:

"The Committee of Management has for some

time past been giving very careful consideration to the policy to be followed in future by the Nalگو Building Society, having regard to economic and political influences which affect a financial institution of this kind.

"During the war there was comparatively little new mortgage business and income from investors and mortgage repayments had to be invested in gilt-edged securities earning a low rate of interest, and to-day we have £1,400,000 invested in this type of security. As a result, we have, as you know, had to limit the amount a member can invest to £10 during any one month.

"Since the war, not only has the building of new houses, so urgently required by our members and which would provide a ready outlet for our fluid assets, not commenced, but it appears to be the intention of the Government to create low interest rates for investors and to encourage local authorities to finance house purchase.

"The Committee feels that, in view of these tendencies, the time has arrived to adopt a progressive policy which will enable the Society to function in a normal way and:

- Provide investors with a fair rate of interest whilst combining the characteristics of a gilt-edged investment, viz:—a high degree of security with easy realisation.
- Encourage a rapid flow of new mortgage business in order to release our surplus funds and hasten the day when all restrictions on the acceptance of new investments can be removed.
- Provide a substantial contribution towards the solution of the housing problems of our members, many of whom are now returning from the Forces.

"Bearing in mind all these factors, and feeling confident it is in the interests of the members as a whole, the Committee has decided that,

as from January 1, 1946, being the commencement of the financial year, the following alterations shall take effect:

- The rate of interest on share investments to be reduced from 2 $\frac{1}{2}$ % to 2%. The rate paid on deposits will remain at 1 $\frac{1}{2}$ %. As the society will continue to pay income tax on the interest distributed, the yield will still compare favourably with the net return from gilt-edged investments.
- To reduce the rate of interest to owner-occupiers on new and existing mortgages to 3 $\frac{1}{4}$ %. The rate for advances on investment properties will not be less than 4%.

"The society is in a particularly favourable



"What the . . . ?"

position, having low management costs and catering for a selected type of borrower, to give members the benefits of co-operative trading. It was for that object that the society was formed. A high standard of success has already been attained. The Committee believes the progressive policy it has now adopted will ensure considerable further success and stability."

By this new decision the society maintains the reputation for progressive policy which it has held ever since its formation in 1932. In the 14 years since then, it has helped nearly 10,000 members to buy their homes. Of these, nearly 3,000 have completed their repayments and thus hold their property free of mortgage. The Society's assets now total more than £4,500,000.

In some cases—where the member is already renting the house to be bought—the Society may advance 100 per cent. of its value. In other cases, advances of 90 per cent are usually made, whether the house is already built or is being built to the member's own requirements.

## Your Passbook For Audit

THE audit of passbooks of both the Nalگو Building and Provident Societies for 1945 will begin on March 4, 1946. Shareholders and depositors in the Building Society and contributors to the various schemes of the Provident Society should hand their passbooks to their local correspondent for bulk consignment or, if they prefer, send them direct to NALGO, 24, Abingdon Street, London, S.W.1, in accordance with the following programme, the order of which has been changed from previous years: South Eastern, Southern, South Western, South Wales and Scottish districts—between March 4 and April 13; Yorkshire, East Midland, West Midland, and Eastern districts—between April 15 and May 25; North Western and North Wales and North Eastern districts—May 27 and July 6; and Metropolitan district—July 8 and August 3.

Evidence of Association membership—the member's subscription card Subs/1, or an individual or group certificate from the branch honorary treasurer, should accompany the passbooks, unless the investor or contributor is not eligible for membership of NALGO. Please do not delay in sending passbook for audit, even if evidence of membership is not easily available. This can be obtained later.

## APPOINTMENTS VACANT

### Glamorgan County Council RESIDENT SUPERINTENDENT

Applications are invited for the post of Resident Superintendent (Woman) at the new Regional Remand Home for 20 girls, Sully, Glamorgan, at a salary of £200 rising by increments of £20 per annum to £300 with resident emoluments in lieu of supervisory duties, and war bonus which is at present 9/3d weekly. Holidays in accordance with the County Council Regulations and good accommodation available.

In the event of a qualified teacher being appointed the question of applying the Burnham Scale will be considered. Experience in organising and ability to supervise staff and control girls will be a necessary qualification. Preference will be given to applicants who have had experience in remand home, approved school or other similar institution or in social welfare. The post will be subject to three months' notice and to the appropriate Superannuation Act. Application forms from the Director of Education, County Hall, Cardiff. Closing date February 23, 1946.

### HOUSE AND KITCHEN MATRONS AND NON-RESIDENT QUALIFIED TEACHER

New Regional Remand Home for Girls, Sully, Glamorgan. Accommodation 20. Applications are invited for

(1) RESIDENT HOUSE MATRON. Salary £90 rising by increments of £5 per annum to £100 with full residential emoluments, and war bonus which is at present 9/3d, weekly. Applicants should be capable of organising the domestic side of the Home and possess some knowledge of nursing.

(2) RESIDENT KITCHEN MATRON. Salary £100 rising by increments of £5 per annum to £110 (Heatherington Scale including bonus) plus emoluments valued at £70 per annum. Should be capable of cooking for about 20 people.

Holidays for both Matrons in accordance with the County Council Regulations.

(3) NON-RESIDENT QUALIFIED ASSISTANT TEACHER with good qualifications in needlework. Burnham Scale salary.

It is desirable that applicants for the above posts should have had experience in a remand home, approved school or other similar institution likely to be of value in dealing with girls. The resident staff will undertake supervisory duties and all posts will be subject to three months' notice and to the appropriate Superannuation Act. Application forms from the Director of Education, County Hall, Cardiff. Closing date February 23, 1946.

### Mitcham Borough Council

#### BOROUGH TREASURER'S DEPARTMENT

The Council propose to fill vacancies on the permanent staff which have arisen in the war years in their Treasurer's department on the following grades:

TECHNICAL "C"	£400 × 15's = £445.
"B"	£340 × 15's = £385.
CLERICAL—General	£250 × 10's = £330 (subject to efficiency "bars").
Junior	£52 × 8's, 15's and 20's = £140.

Cost of living bonus at National Joint Council rate (at present £59 16s. per annum, except on junior scales) is additional in all cases.

The vacancies on the technical grades are in the costings, rating and accounting sections, and applicants for these posts should have, beside a good all-round experience, a good knowledge of the work in one of these sections of a finance department. Full details should be given by such applicants, with a statement of qualifications.

The vacancies on the clerical grades arise in all sections of the department.

All the advertised posts are subject to the provisions of the Superannuation Act, 1937, and appointment of successful candidates will be conditional on the production of a satisfactory medical certificate prior to taking up the appointment.

All applicants must submit, in their own handwriting, full details of their nationality, age, present inclusive salary, local government experience, and qualifications for the post sought (stating grade). Applications, together with copies of two recent testimonials, should be addressed to "The Borough Treasurer, Town Hall, Mitcham" (envelopes endorsed "PERMANENT APPOINTMENTS"), and should be posted to arrive not later than FEBRUARY 28th, 1946.

R. H. WHITE,  
Town Clerk.

#### \* SPECIAL NOTICE TO SERVICE MEN ONLY.

Applications from men serving in H.M. Forces will be considered in cases where demobilisation within the near future is expected. Notwithstanding the closing date given above, such applications will be considered if received not later than March 31st, 1946. Forces applicants may submit the names and addresses of two referees in lieu of copies of testimonials, and in addition to the information set out in the body of this advertisement, should state full service rank and address, civilian address, age and service group number, expected date of demobilisation, period of service in the Forces, when, or after what date, available for interview if required, and date at which duties would be taken up if appointed.



# How NALGO Helps Its Members—at Work and Play, in Sickness and in Health

Previous pages of this journal have described NALGO's greatest achievement to date. But the Association has done much more for its members than secure the National Charter. For forty years it has been building up an organisation capable of providing them with services and facilities unequalled by any trade union in the world. Just as local government helps the citizen from the cradle to the grave, so does NALGO help its members in their work, their play, their leisure, and their homes. The following articles tell of some of these day-to-day services, in the trade union field, in legal advice and assistance, in the provision of insurance facilities for house purchase and investment, and holidays, in the care of those in need, and in the education and advancement of all local government officers; while the accompanying diagrams show how speedily the effects of the war are being overcome

Although Mr. Wood writes about the work in his own North-western and North Wales district, his description applies equally to each of the other districts into which NALGO work throughout the country is divided.

IT has been said that the necessary qualifications of a NALGO district officer are a strong constitution, a capacity for hard work and long hours, patience, tact, diplomacy, the wisdom of Solomon, the hide of a rhinoceros, the strength of a horse, and, above all, a sense of humour.

The morning mail of the district office may be likened to a "lucky bag," and, to me, it is one of the most interesting parts of the day's work. A quick glance through the files of correspondence gives one a rough idea of the problems the day's post has brought. Naturally, some are merely routine. Remittances from branches are acknowledged, recorded, banked, and notified to Headquarters. Transfers of members are dealt with automatically. Replies to questionnaires—those bugbears of branch secretaries—are grouped in their files until most of the replies are to hand. It is a rare and refreshing occasion when all replies are received without reminders. Then follows the tabulation of the information received and its despatch to the originator of the inquiry, who is satisfied—more or less! Inquiries come from branches in the district, colleagues in other districts, and Headquarters; their purpose being largely to help a member or group of members to secure a betterment of salary or service conditions.

Here is a letter from a branch secretary asking the district officer to apply to the local authority for additional allowances for non-contributing service, the establishment of a local joint committee, the regrading of one or more members, or some other improvement in conditions of service. Another letter asks for the assistance of the district officer in a disciplinary case, where, for example, a member has been threatened with dismissal. Next, advice is sought on a superannuation problem. One member writes for guidance on reinstatement after war service, another on workmen's compensation.

The town clerk of — writes to tell me that his council is unable to accede to the application submitted by the Association . . . and I have to decide what the next move shall be. The clerk of — council is pleased to inform me that the council has agreed to . . . Good news! It gives me almost as much satisfaction as it gives the member whose case has succeeded.

Every day brings fresh problems, with which the district officer is expected to cope. It requires little imagination to appreciate that problems are numerous and varied in a district covering four counties in the north-west of England and six in North Wales, containing nearly 300 local authorities employing something like 30,000 local government officers, and organised in about 130 branches.

Whilst dealing with correspondence, the telephone often interrupts. Can you attend a meeting of the — branch executive committee on such a date? Have you had a reply from the town clerk regarding so and so? Is it possible to obtain a few extra diaries? When is the next meeting of the district committee? How many representatives are we to send to Conference this year? When are our appeals likely to be heard? Have you seen the report in the "Daily Blank" this morning? Do you know if there are any vacancies at Cefn-y-Mynach? Is a retired member eligible for appointment as president of the branch? Can you send me a copy of the provincial council salary scales, a few application-for-membership forms and some propaganda pamphlets? Do you know any-

thing about the conditions at — because one of our members is thinking of applying for a job there? Can you find us a speaker on local government for the local Rotary club? Does the Association provide any facilities for spa treatment at Buxton? Our journals have not arrived yet, can you do anything about them?

My clerk reminds me that I have an appointment at 11 a.m. and produces the appropriate file of correspondence. This interview concluded, I glance through the "Municipal Journal,"

## It's All in the Day's Work at the District Office

By W. CECIL WOOD, A.C.I.S.

"Local Government Chronicle," "Public Assistance Journal," and other publications dealing with local government. Finding an advertisement at an inadequate salary, I have a word with the branch secretary, or write to him suggesting a protest. Incidentally, much information regarding salaries is extracted from these advertisements and recorded for later reference.

After a hurried lunch, I dash off in my car to keep an appointment at Barrow or Bolton, Carlisle or Caernarvon, Liverpool or Llandudno, Rochdale or Rhyll, St. Helens or Southport, or wherever my services may be in demand. It may be an interview with a committee, a chat with a chief officer, a talk with a member who is in trouble, or a consultation with a branch

provincial council's scale of salaries, is a recognised responsibility of the provincial council, which calls for a detailed examination of the staffing arrangements, the responsibilities of the various officers, and a wide knowledge of classification and grading of individual posts. The adoption of the new National Scales will greatly extend and intensify this work.

The district officer is expected to attend all meetings of the district committee and to report on his work in the district. He also attends meetings of many sub-committees, such as general purposes, women's services, education, public relations, benevolence, and sports. Also in my district, there is a northern branches sub-committee and a North-Wales district sub-committee, both meeting about four times a

year. These meetings are necessarily held on Saturday afternoons and often involve a return journey on Sunday. Add to that occasional visits to London for consultations at Headquarters, staff meetings, and membership of the staff joint committee (Yes, NALGO practices what it preaches!) and it will be appreciated that the district officer leads a very full life in the cause of members of the Association.

He is expected to be able to deal with questions and advise members regarding the ancillaries, including the Approved Society, Provident Society, Building Society, insurances, Benevolent Fund, Motoring Association, holiday centres, education, public relations, and so on. He must have a good knowledge of the superannuation acts, compensation regulations, workmen's compensation, national insurance, arbitration proceedings, and a host of statutory regulations relative to the duties of local government officers.

I nearly forgot to mention that the district officer is on the telephone at home, so that, like the doctor, he is on call at all times. It is by no means unusual to find, on arriving home late in the evening, that there is a message from Mr. X to ring him at once on an urgent problem. Again, if the district officer is ill, or decides to have a day off as part of his annual leave, the telephone still reminds him that his work, like a woman's, is never done.

The reward for all endeavour is found in accomplishment. The gratitude of the member who is satisfied with the result of his grading appeal, the satisfaction of the officer whose difficulties with his authority are resolved, or the pleasure of the branch in the successful conclusion of general negotiations, give the district officer the satisfaction of a job well done. Obviously, there are many disappointments. Sometimes the member's case is not too good, sometimes the authority is adamant, and sometimes the time is inopportune. But such occasions merely point to further effort and a practical application of the old adage: "If at first you don't succeed, try, try, try again."

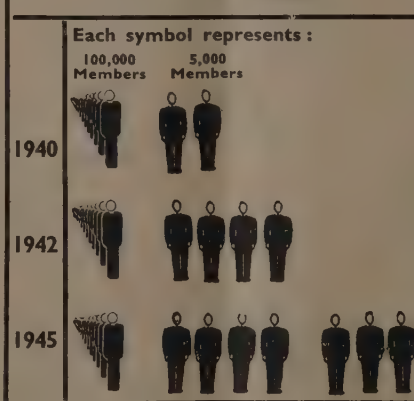
## Provident Society Claims Up

A SUBSTANTIAL increase in sickness claims during 1945 was reported to the NALGO Provident Society committee on January 11. In addition to the increase in total claims, the average amount paid out per claim under the hospital and nursing home scheme during the period January-November, 1945, rose to £15 18s. compared with £14 13s. for the corresponding period of 1944.

## Logomia Busy

DURING 1945 Logomia received 440 life proposals, 1,239 fire and householders' proposals, and 2,152 proposals for increased cover under existing householders' policies, it was reported at a meeting of the Board on January 11.

## NALGO MEMBERSHIP STILL GROWING



officer. Annual meetings, dinners, dances, socials, and executive committees all come round in their turn.

As staffs' secretary to two provincial councils, I find another outlet for my energies. Apart from the work incidental to meetings of the councils and their committees, a good many service condition matters are dealt with administratively through the provincial council machinery. Last year, for example, the Lancashire and Cheshire Provincial Council appeals committee dealt with nearly 100 grading appeals concerning officers employed by about 20 different authorities. Other general questions were also considered and advice given to individual authorities. The preparation of grading schemes, based on the



# Education Department Will Help You Qualify for Promotion

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CARDINAL feature of the National Charter is its insistence that the local government officer must be fully qualified for the work he will have to do. For years, NALGO has championed the cause of education in local government and has seen in it the key both to efficient service and to the financial rewards such service merits. Now that claim is admitted. In future, every local government officer who wants to progress beyond the general division will have to possess recognised qualification or to have passed the special promotion examination.

NALGO is ready, as ever, to help him to do it. On the one hand it will, through the National Whitley Council, urge local authorities to make full use of their powers under the new Education Act for providing adult educational facilities and granting scholarships, exhibitions, bursaries and allowances to enable the student to take full advantage of what is provided. On the other hand, NALGO's own organisation will help any officer unable to take advantage of local authority's facilities.

How well the Association is equipped to guide and help the officer with ambition is proved by the experience gained and results obtained in the last 35 years, summarised below:

1911.—Only veteran members will recall the absence in the early years of a recognised professional examination for the staff of some local government departments, particularly education and public health. To meet their needs, the Association, in 1911, introduced its own examination for clerks and administrators in local government. This is now widely recognised by local authorities all over the country. Evidence of a reasonably good education must be produced for admission and there are two stages—intermediate and final—to be passed before the student is awarded the NALGO diploma. The first part consists of five subjects fundamental to the work of all local administrators, and the second of three compulsory and two optional subjects, according to the department in which the candidate is interested.

A good indication of the value of the diploma and the study leading up to it was provided in 1933, when examinations were held at prisoner-of-war camps with the help of the British Red Cross Society. In 1944, the question papers were lost as a result of the invasion, but prisoner-of-war candidates are being allowed to take the examination without fee after return to England. Already a number have decided to do this.

## Correspondence Courses Fill Rural Need.

1920.—A little less than ten years after the diploma was set up—it was found that many officers, especially juniors and those living in rural areas far from large towns, needed some extra help in studying for the NALGO and other examinations related to local public service. Existing classes were often beyond the reach, either geographically and financially, of many. There was a need for some method of teaching by post on non-profit-making lines, run wholly for local government officers by local government officers. This need was fulfilled—and still is—by the NALGO Correspondence Institute.

The Institute proved successful at once. In all, it has coached more than 9,900 students since 1920, including administrators, clerks, rating and valuation officers, engineers, meat and food

inspectors, sanitary inspectors, weights and measures inspectors, gas-meter inspectors, and relieving officers. At the peak of the Institute's activities, just before the war, more than 1,000 students were being coached at the same time.

The Institute's panel of specialised tutors includes leading university teachers and prominent men in local government. All are fully qualified and right up to date.

1929.—But even the setting up of a diploma and the efficient organisation of coaching schemes did not go far enough. The student wanted books—text books, reference books, and manuals—and wanted them cheaply. NALGO set itself the task of supplying them, and formed a Students' Lending Library. Today, the library consists of some 1,200 books.

The charge for a short-term loan is normally threepence a week, and although for an expensive book it may be more, it never exceeds 1s. a week, plus postage. If the student wants a book for a long period of study, the charge is one-sixth of the published price for a six months' loan.

1930.—A year after the establishment of the library, NALGO made its first experiment in summer schools. This was fully justified by the interest and general vitality displayed. Twenty-two schools have been held since 1930 and more than 1,000 students have attended. Such gatherings provide a forum for the debate of local government problems, a free exchange of ideas, a pooling of experience, and a spur to develop-

ment. All grades of officers from all kinds of departments have enjoyed friendly contact at NALGO summer schools.

The success of schools in England, Wales and Scotland led to the organisation of one in Paris in 1937 and in Berlin in 1938. Week-end and one-day schools have been held even during the war.

1933.—To give a vigorous spur to the study of public administration, the Association instituted scholarships in 1933 to help in preparing for a degree or a diploma in public administration.

Scholarships worth £30 each are offered every year to the fourteen candidates submitting the best essays on some aspect of public administration, provided they have been members of NALGO for at least two years and have passed an examination approved by the N.E.C.

Further scholarships of up to £150 are awarded to nurses wishing to qualify as sister-tutors, health visitors, and midwife teachers, or in obtaining a nursing diploma, a recognised certificate in physiotherapy and dietetics, or in any other course of training approved by the N.E.C.

1937.—To encourage professional efficiency still further and make certain that no member of the Association should be barred from qualifying by reason of the cost of preparing for an expensive examination, NALGO, in 1937, started lending money for educational purposes. Since then, nearly £7,000 has been lent in this way to 141 students. Loans are made to members studying for an examination approved by the N.E.C. to cover eighty per cent of the expenses.

The system of repayment is elastic, being adapted to suit all cases, at the discretion of the N.E.C. As a rule, 2½ per cent interest is charged.

## Free Legal Aid and Advice for Every Member

FREE legal advice and protection is one of the most valuable of the many services NALGO offers to its members. This is provided by the legal department, set up at Headquarters in 1930, and is available to all fully paid-up members on conditions laid down in the Association's rules.

Briefly stated, if in the course of his duties a local government officer becomes involved, or seems likely to become involved, in legal proceedings, the Association—provided the National Executive Council approves—will take full responsibility for the presentation of his case, and, should he lose, will pay any damages or costs awarded against him. The protection is unlimited and, if necessary, the Association will take the case to the House of Lords; subject, of course, to the approval of the National Executive Council. Many members are protected by the Association in this way every year, and substantial damages have been secured for members in such actions as libel and slander or arising out of accidents while on duty.

Similarly, the legal department advises members faced with legal problems, and hundreds of queries are dealt with every year. They include questions of superannuation, war service, reinstatement in civil employment, compensation for loss of office, conditions of service, national health and unemployment insurance, libel and slander, workmen's compensation, and local government generally. Whenever necessary, counsel's opinion is obtained, and everything is done to give the member the most efficient legal service possible.

The extent of the work is shown by its growth

during the years before the war. In 1930, when the department was started, it dealt with 300 cases, and incurred expenses of £1,193. By 1939, the number of cases had increased to 3,364, and the expenses to £7,651. During the war, the volume of work declined, but it is now rapidly increasing, and by last year had attained the level of 1940.

In addition to employing its own qualified legal staff, the Association also has parliamentary agents who report on all bills passing through Parliament likely to affect local government officers. Should it be found, for example, that a bill contains provisions which might have an adverse effect on officers, representations are made to the appropriate Government Department for its amendment. The Association has a long record of success in work of this kind, notably in securing provisions for the adequate compensation of officers who lose office, or have their pay reduced as a result of legislation: the compensation provisions of the Local Government Act, 1933, were largely due to its unremitting efforts.

NALGO was primarily responsible for the passing of the Local Government Superannuation Acts, 1937 and 1939, which provide a pension on retirement for every whole-time local government officer. Today, the legal department has under consideration a long list of amendments to those acts, designed to secure even better superannuation provisions, and at the appropriate time these amendments will be submitted for inclusion in amending legislation.

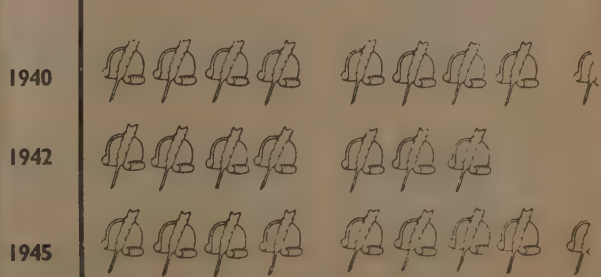
Many local government officers find that rate-payers are inclined to look for results without

## STUDY COURSE ENROLMENTS UP AGAIN



Each symbol represents 30 enrolments

## LEGAL ADVICE CASES UP AGAIN



Each symbol represents 100 legal cases dealt with.



considering the volume of work involved. Similarly, it is often found that local government officers look for results from the legal department without considering the work necessary to produce them. When an act like the Local Government Superannuation Act, 1937, comes on the statute book and gives satisfaction to the member, he probably does not realise the amount of work and the number of conferences and deputations in which the department is involved before the act is passed.

The legal department exists to advise and assist members on matters arising out of their employment, but it cannot advise a member on his private affairs, such as his income tax assessment, whether he has grounds to divorce his wife, or whether the notice to quit received from his landlord is in order. Apart from such cases, however, the department is willing and able to advise on any questions submitted to it, including questions from chief officers who are temporarily stumped by some point of law arising from their work. There is a natural reluctance to consult the department on knotty problems of law, but it often happens that it has some official or unofficial information which provides the answer.

In conclusion, it is better to consult the department at the outset of a legal difficulty than to attempt to act alone. Members often complicate their case by acting without advice. The department is there to help you. Why not use it?

## Insurance Department Has a Minimum-Cost Policy for Every Need

MANY years ago, NALGO realised that members' insurance needs justified the establishment of a special department to deal with them. From this small beginning the present insurance department, with its wide scope of activity and broad experience of members' requirements, has developed. Every member can now take out with the Association the policy he requires and, if in doubt, obtain specialist advice on the best insurances to effect without obligation on his part.

All insurance is at minimum cost. In the Life department, for instance, all profits are returned—as bonuses—to the policy holders. Another feature particularly appealing to officers with regular salaries is that life and sickness insurance premiums may be paid monthly *in cash*, a privilege unobtainable elsewhere except at considerable additional cost.

How successful NALGO insurances have been the figures show. By the end of last year there were in force more than:

9,500 life policies;  
18,000 fire or household policies; and  
14,000 motor car, motor cycle, or bicycle policies.

In addition, nearly 27,000 members were insured against the costs of sickness under the various schemes administered by the NALGO Provident Society.

Here is a brief summary of the insurances in operation, extracted from the new leaflet "NALGO Introduces its Ancillaries" now available from Headquarters and branches:

Life assurances are available in all forms, from the usual endowments providing for premium payments over a number of years at the end of which a capital sum is paid, to the latest form of children's deferred assurances whereby a capital sum is paid when a child reaches 21 or 25, or, alternatively, providing for the assurance to be continued by the child at either age. All such assurances provide for a capital sum payment on death and there is an income tax rebate on premiums.

Householders' and homeowners' comprehensive insurances are offered at lower premium rates than those charged by other offices. The NALGO householders' comprehensive policy covers the widest range of risks for a premium of 4s. 3d. per cent. per annum, with free renewal every sixth year if no claim has been paid during the preceding five years.

Motor car and motor cycle insurances may be had with "no claims" bonuses up to 33½ per cent. Premiums range from £7 3s. 3d. per annum for an 8-h.p. car valued at £200, to £9 19s. 4d. per annum for a 12-h.p. car valued at £400.

There is a hire purchase scheme to assist with the purchase of a car or motor cycle. Pedal cycles are insured against the risks of theft and fire, from 5s. per annum.

NALGO cannot safeguard you from sickness—but it can help you to a speedier recovery

FROM small beginnings in 1932—when it was launched purely as a counterblast to the national economy campaign then threatening the salaries of local government officers—NALGO's public relations policy has developed until today it is one of the Association's most important enterprises and one which many other organisations, in this country and overseas, have been glad to copy.

The object of the policy is to increase and foster the interest of the citizen in local government. Such a policy, NALGO believes, is the key to all the Association seeks for the service and for its members. It is essential for the health of democratic local government and to ensure its maximum efficiency and effectiveness in operation. It is equally essential to the prosecution of the Association's trade union policy, since the local government officer, as a public servant, cannot expect to obtain recognition for his claims for reasonable remuneration and conditions of service until the citizens, who employ him, understand what he does and appreciate its value.

The policy operates both nationally and locally. At the national level, the public relations department at Headquarters, prepares, or encourages the preparation of, books, pamphlets,

by providing you with the means to buy those necessities and comforts so difficult to afford out of normal income. A monthly contribution of 3s. will provide 21s. a week sick pay. Management fee of 3d. a month is charged.

The death benefit scheme will appeal to the far-sighted officer who wants to ease the burden on his dependants should he die. For a premium ranging from 6d. a month at 17 to 2s. 7d. a month at 49, a sum of £20 plus bonuses is payable to meet funeral expenses within 48 hours of notification of death. Wives or husbands of members are admitted into the scheme.

The children's funeral benefit scheme provides a similar capital sum should a child die before it is 16—with the difference that, should the child survive, a large part of the contributions is refunded. Only children under ten may be admitted. The premium is 1s. a month. Management fee is 3d. a month irrespective of the number of children insured by a member.

The hospital and nursing home scheme provides up to £50 a year to meet doctor's and specialist's fees, hospital, nursing home and sanatorium charges, the cost of X-ray, electrical, and massage treatment and other medical expenses. Maximum benefit for any one illness and any one year is £50. Wives or husbands and children of members are all eligible, and the premium is 1s. 9d. a month each. No additional management fee is required from members of the sickness scheme.

An endowment-cum-sickness scheme, devised specially to suit women, provides for money to be paid during sickness, and a lump sum on marriage or retirement.

films, broadcasts, exhibitions, newspaper articles and other educational material about local government. During the past few months, for example, it has been directly responsible for the circulation of more than 1,400 copies of the NALGO exhibition of local government which it prepared, and for the publication of articles in more than 100 newspapers throughout the country: while, indirectly, it has had a hand in the preparation of several books, films and broadcasts, and in the organisation of series of public lectures, meetings, discussions, lessons in schools, visits to municipal activities, and similar enterprises.
















At the local level the Association has asked every branch and district committee to prosecute its campaign in its own area. Many are doing so with conspicuous success. In the past 11 months close on a million people have visited exhibitions organised by branches, and thousands more have attended lectures, "brains trusts," and other activities arranged by branch officers.

In all this activity, NALGO has constantly sought the co-operation of local authorities. Convinced that local government can be more effective and efficient only when it represents partnership between the councillor, the local government officer, and the citizen, all working together in mutual understanding for the common good, the Association believes that this work should be primarily a responsibility of the local authority. It has pioneered both the conception and the machinery, of public relations, but is ready to hand over the task, together with its accumulated experience, to the local authority as soon as they are willing to undertake it, and co-operate with them in making a public relations policy fully effective.

Many local authorities are now preparing to do that. Thanks largely to the report of the NALGO Reconstruction Committee on Relations between Local Government and the Community—a document which has sold nearly 20,000 copies in seven months, has been quoted in Parliament, has formed the subject of commendatory leading articles in scores of newspapers and periodicals, and has been sent far afield as China and Jamaica, South Africa and Poland, America and Norway—several local authorities have recently taken up the policy of public relations seriously, and many more are considering doing so. At the same time the associations of local authorities are considering further steps, in consultation with the Ministry of Health.

NALGO has thus put public relations work on the local government map, and intends to keep it there. Here is a field in which councillor, local government officer, and citizen, can work side by side, to mutual advantage and the common good, and a field in which every officer, however exalted or however humble his position, can play a part.

The new Charter has given local government officers a great opportunity to advance both their personal and professional status and the efficiency of the service. A constructive policy of public relations can help them to reap the utmost benefit from that opportunity.

NALGO INSURANCES STILL GROWING			
Life and Fire Policies in Force		Provident Society Members	
Each symbol represents:		Each symbol represents:	
20,000 Policies	1,000 Policies	25,000 Members	250 Members
1939	  	 	
1942	  	 	
1945	  	 	



# What Good English Means to You

**ARE you content with the way you speak and write? Are you sure that you are not making mistakes that cause people to underrate you?**

Never has the importance of good English been more widely recognised than to-day. If you can express yourself persuasively and forcefully; you have an immense advantage in your business or professional work as well as in social life.

Does your English enable you to appear at your best on all occasions? Can you express your ideas fluently—and correctly? Are you sure of your pronunciation and spelling?

## Why You Are Judged by the Way You Speak and Write

Your English reveals you. You are judged by the way you express yourself.

Is it not a fact that you judge others by their speech and writing? Just as you are favourably impressed by the man who has a ready command of correct, polished and effective speech, so you receive an unflattering impression of the man who fumbles for words and is obviously uneasy about his English.

No matter what ability you may possess in other directions, you are gravely handicapped if your English is defective. Every day—every minute—you run the risk of being unfavourably assessed.

## How You Can IMPROVE Your ENGLISH in a Few Hours

Many ambitious people are worried because they cannot depend upon their English not "letting them down."

It was to meet their need that the Regent Institute planned the now world-famous Course in Effective English and Personal Efficiency—simply written postal lessons which give you the essentials quickly, concisely and interestingly, so that the improvement of your English begins within a few hours.

You are shown how to get a bigger vocabulary, how to express your ideas neatly and attractively, how to write good letters and how to avoid errors in speech and writing. Whatever the standard of your English, you cannot fail to gain benefit from these lessons and from the clear, sympathetic guidance of your instructor.

Moreover, the lessons are supplemented by a series of printed lectures on personal efficiency that are full of wise and practical suggestion. To quote the phrase that often occurs in students' letters, these stimulating lectures will give you "a new outlook on life."

The Effective English Course will equip you with the power of the right word and show you how to make the most of your personality and of your opportunities in life.

## Why So Many Students Recommend the Effective English Course

Many students say that the moderate fee charged for the Course is the best investment they have ever made. It is not surprising therefore that numerous people enrol on the recommendation of Regent pupils.

You will enjoy taking this famous Course. You will find that the lessons are so fascinatingly written that the study becomes as engrossing as a recreation. *Best of all you will have the confidence that springs from the knowledge that you are making real progress with each lesson.*

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Write now for a copy of "Word Mastery," which gives full details of the Effective English Course. It shows that the easy-to-understand, time-saving lessons can be studied in the odd minutes of the day—that you learn just the things you need to know—that you are not required to memorise tedious rules—that you receive unstinted help throughout. You will discover that this adaptable Course fits your needs so exactly that it might have been specially planned for you.

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(BLOCK LETTERS)

ADDRESS \_\_\_\_\_



## 40 A Complete Holiday Service Was Our Aim In 1939—And Is So Today

AFTER six years of war, and more than six years of war conditions, every local government officer is longing for a holiday. The National Charter guarantees him both the time and the money for it—but it cannot ensure that he gets a "good holiday." NALGO could do that, before the war, and hopes soon to be able to do so again.

By 1939, the Association had built up a magnificent organisation to provide first-rate holidays for its members, whatever their tastes.

At home it possessed, at Croyde Bay, North Devon, and Cayton Bay, near Scarborough, two of the finest holiday centres in the country, together with a private hotel, Cefn y Mynach, North Wales. Abroad, it was organising holiday tours on an increasing scale.

Croyde Bay, built on the sand dunes facing the Atlantic north of Barnstaple Bay, a couple of hundred yards from a perfect sandy beach famous for some of the best surf-bathing in Britain, and backed by the hills and unspoiled villages of Devon, is a well-designed community of bungalows, set amid lawns and flower beds and grouped round communal dining and recreation rooms—including a theatre and dance hall. The centre was reconstructed in 1938. Each bungalow is fitted with interior-sprung divan beds and has hot and cold water and electric light and heat laid on.

The Cayton Bay centre stands on a cliff overlooking the North Sea, and is set in 94 acres of woods and grassland, with a private beach; behind are the wide expanses of the Yorkshire moors.

Both centres were closed to visitors throughout the war, and Croyde Bay is still in the hands of the War Office. It is hoped to reopen Cayton Bay centre to visitors on June 1, and Croyde as soon as possible, and the Association has begun

to accept bookings. Branch secretaries have application forms; the charges for members of NALGO are 12s. a day, and from three to nine shillings a day for members' children, according to age.

The private hotel at Rhos-on-Sea has been open throughout the war, and is accepting bookings for the coming season.

Holiday tours abroad are still not possible, but as soon as they are, NALGO will be ready to continue and improve on its pre-war services. These included tours to Switzerland and the Bernese Oberland, Paris, the Riviera,

winter sports centres, and sea trips in cargo vessels. A typical pre-war tour provided, for £16 10s., a 16-day holiday at Lugano, Lucerne, Montreux, Locarno, or Interlaken, the charge covering first-class boat and second-class rail travel, full accommodation, season tickets for mountain railways and lake steamers, free admission to kursaals, cinemas, tennis courts, and bathing beaches, personal accident insurance, and the services of interpreters and couriers.

In 1937, the Association organised a month's educational tour in Canada and New York, in which some 40 members studied local administration in America.

For some years before the war, the NALGO Motoring Association offered special facilities to motorist members, some districts organising rallies, outings, and other social events.

## Approved Society Has Paid Over £60,000 in Additional Benefits Since 1939

NALGO has run its own Approved Society since the passing of the National Health Insurance Act of 1911, and in that period membership of the Society has risen from a few hundred to 35,000.

The Society enrolls only members of NALGO—although members who later leave the local government service may retain their membership. This restriction is of substantial benefit to members, since it means that all who are admitted to the Society, having had to pass a medical examination on entering the service, are in good health, and that most enjoy the healthy conditions of employment generally current throughout the service. Largely as a result of this selected membership, the Society was able, after its first actuarial valuation in 1921 had shown a surplus, to introduce a wide range of benefits over and above the standard benefits prescribed by the Act. These additional benefits are available to all members from the third year of insurance, and include:

- Grants towards the cost of dental and ophthalmic treatment, including dentures and glasses, and of surgical appliances;
- Grants towards maintenance in hospital;
- Free residence at the Society's convalescent home and a refund of third-class rail fare; and
- Grants in necessitous cases from the Want and Distress fund.

How substantial these benefits are is shown by the fact that, since 1939, the Society has paid in additional benefits, £60,536 in respect of 41,220 cases. One member has received £70 in additional benefits since 1923, and another £40 since 1937.

The conditions under which benefit may be granted are strictly defined in the National Health Insurance Act, and members are advised to study these carefully. It is not sufficient to visit a dentist or optician as a private patient and expect the Society to pay the bill. The work must be carried out in accordance with the scale of charges laid down by the Ministry of Health regulations. Details may be had from the Approved Society correspondent appointed by most branches.

Since 1923, the Society has had its own convalescent home, "NALGO House," at Matlock, the well-known Derbyshire beauty spot. All members of the Approved Society who have qualified for additional benefits are entitled to stay in the home free of charge for as long as may be necessary to recuperate from an illness. In addition, members of the NALGO Provident Society are allowed free residence for two weeks in any year, and other members of the Association may visit it at a low fee. The home is noted for its comfort, good food, and sympathetic management.

Any member of NALGO who, although he did not pay N.H.I. contributions before the war, was insured for not less than 104 weeks whilst in the Forces, may join the Approved Society on his discharge and continue his insurance as a voluntary contributor.

Since the outbreak of war, transfer from one approved society to another has been suspended by the Ministry of Health. In view of the new national insurance scheme and the proposed abolition of approved societies, this suspension may not be removed.

Many members have asked what will happen when the national insurance scheme comes into force, but it is not yet possible to give authoritative information on this question. They can, however, rest assured that NALGO will, as always, do all in its power to protect their interests.

## Benevolent Fund Has Given Nearly £300,000 Since its Foundation

THE most generous codes of service conditions and the most perfect systems of insurance cannot safeguard the local government officer against every misfortune. There will always—as every public assistance officer knows so well—be cases of hardship falling "outside the regulations"; families left destitute by the death of the breadwinner; retired members or their widows in straitened circumstances; children orphaned by accident or illness; emergencies calling for more money than savings or insurance can provide. It was to meet such misfortunes as these that the NALGO Benevolent and Orphan Fund was founded in 1910—and it has done so ever since, to the tune of nearly £300,000!

It is the Fund's proud boast that not a single deserving case of financial distress reported to it has gone unassisted.

Here are some of the things the Fund does or has done:

In an average year it makes grants, totalling over £15,000, to at least 500 members, their widows, and their families.

Since 1932 it has maintained and educated 45 orphans of members at a cost of over £14,000, giving them all the benefits and opportunities they would have had had their parents lived. One is a flying officer in the Middle East; another won an art scholarship of £50 a year; a third is training to be a chef.







In 1944 it made loans of £1,328 to 29 members faced with financial emergency.

Since last September it has made birthday gifts of five guineas each to children of members who lost their lives on war service in the Forces or on the home front.

Every year it makes substantial grants to members needing help in meeting specialists' fees, paying for treatment for tuberculosis, and requiring cheap convalescent home treatment. Last Christmas it spent £500 on special gifts to members.

In the past weeks the Fund has bought, at a cost of £33,000, a magnificent hotel in Bournemouth which is to be converted into a convalescent home as the Association's permanent memorial to the many members who gave their lives in the war.

Every member of NALGO is invited to contribute, in one way or another, to the Benevolent and Orphan Fund, which needs an income of at least £20,000 a year to carry on its great work. In addition, month after month, branches hold concerts, whist drives, dances, jumble sales, debates, brains trusts, socials, penny-a-week funds and a hundred-and-one other activities to swell the income of the Fund. The more money that comes in, the more there will be to spend, and the greater the benefits for those whose need is acute.

APPROVED SOCIETY BENEFITS UP AGAIN		BUILDING SOCIETY ADVANCES UP AGAIN	
1940		1940	
1942		1942	
1945		1945	
Each symbol represent: £1,000 paid out in additional benefit.		Each symbol represents 50 advances for house-purchase.	



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# 42 NALGO ROLL OF HONOUR

## H.M. Forces

### KILLED OR DIED ON SERVICE

Abbott, F./Lt. C. H., R.A.F., accountant's dept., Hornchurch.  
 Ames, Sgt. H., R.A., treasurer's dept., West Riding (in Japanese hands).  
 \*Barker, Sgt., S. F., R.A.F., engineer's dept., Willesden.  
 Bedford, A/C/1 F., R.A.F., treasurer's dept., West Riding.  
 \*Brooks, P/O. D. W., R.A.F., health dept., Willesden.  
 Brothwell, F/O. J., 24, R.A.F., electricity dept., Sheffield.  
 Callear, Lt. R., Berks Regt., treasurer's dept., West Riding.  
 \*Clench, F/O. P. A., R.A.F., treasurer's dept., West Riding.  
 Cohen, Sgt. H., 31, R.A.O.C., libraries dept., Sheffield.  
 Colquhoun, Sigmn. D., 25, 6th Airborne Div., water dept., Sheffield.  
 Cooke, L/Bdr. L., R.A., health dept., Willesden.  
 Daley, Sgt./Nav. E., R.A.F. (Pathfinder Force), treasurer's dept., West Riding.  
 Dawson, L.A.C. A., 21, R.A.F., parks dept., Sheffield.  
 Ditcher, Sgt./P. D., 21, R.A.F.V.R., clerk's dept., Sheffield.  
 Dove, P/O. E., 21, R.A.F., clerk's dept., West Riding.  
 Durham, Lt. P., R.T.R., treasurer's dept., West Riding.  
 Dyson, Sgt./WO/AG. E., 20, R.A.F., welfare dept., Sheffield.  
 Enemy, Pte. C. E., Dorset regt., electricity dept., Willesden.  
 Flanagan, F/Sgt. D., R.A.F., education dept., Willesden.  
 Fox, F./Lt. E., 27, R.A.F., libraries dept., Sheffield.  
 Higham, F./Lt. H. E., 31, R.A.F., health dept., Hendon.  
 Holden, L.A.C. R., R.A.F., treasurer's dept., West Riding.  
 Hoole, L/Cpl. C., 26, R.A.O.C., treasurer's dept., Sheffield (whilst prisoner in Germany).  
 \*Lattimore, A/B. N. W. G., 29, R.N.V.R., committee clerk, Hornchurch.  
 Lees, Bdr. F. W., 30, R.A., treasurer's dept., Sheffield.  
 Manderson, Bdr. F., R.A., treasurer's dept., West Riding.  
 Mills, F/O. E. R., 24, R.A.F., welfare dept., West Riding.  
 Morton, Tpr. D., R.A.C., treasurer's dept., West Riding.  
 Murphy, Sgt./Obs. J., R.A.F., libraries dept., Sutton Coldfield.  
 Naylor, A/C/2 T., R.A.F., weights and measures dept., West Riding (in Japanese hands).  
 Pickersgill, F/O. M., R.A.F., treasurer's dept., West Riding.  
 Potts, Writer F. S., 19, R.N., treasurer's dept., W. Hartlepool.  
 Sharp, Sgt. S. R., 36, R.A., housing dept., Sheffield.  
 Soars, C/S./M. J. N., 25, 2/4 Hampshire Regt., clerk's dept., Aldershot.  
 Taylor, Sgt./W.Op. P., R.A.F., treasurer's dept., West Riding.  
 Thomas, F/O. H. A., R.A.F., health dept., Tottenham.  
 \*Wilson, Pte. K., 41, health dept., West Riding (in Japanese hands).  
 Winter, L. T., R.A.F., electricity dept., Coventry.  
 Young, W/O. D. A. T., clerk's dept., Newport (Mon.).  
 \* Previously reported missing

### MISSING

Beatson, F/O. C., 21, R.A.F., clerk's dept., West Riding (presumed killed).  
 Corrigan, Sgt./Pt. D. V., R.A.F.V.R., treasurer's dept., Hornchurch (presumed killed).  
 Cotton, Sgt./Nav. L., 21, R.A.F., welfare dept., Sheffield (presumed killed).  
 Denney, P/O. R. F., R.A.F., Hornchurch (presumed killed).  
 Fletcher, F/O. E. J., R.A.F., weights and measures dept., West Riding (presumed killed).  
 Frost, Lt. S. L., 26, Y. & L. Regt., electricity dept., Sheffield (presumed killed).  
 Greer, F./Lt. R. F., R.A.F., libraries dept., Preston (presumed killed).  
 Hickey, A/C/1 B., 28, R.A.F., welfare dept., Sheffield.  
 Maxwell, Telegraphist R., 21, R.N., clerk's dept., West Riding (presumed killed).  
 Roddis, Sgt./Obs. J. G., 23, R.A.F.V.R., clerk's dept., Sheffield.

Smith, Sgt./Pt. J. A., 21, R.A.F., treasurer's dept., Sheffield (presumed killed).  
 Thornsbury, Supply Asst. P. A., 18, R.N., transport dept., Sheffield (presumed killed).

### REPATRIATED PRISONERS

Allison, L/Cpl. T. S., Sunderland; Bateman, Lt. J. E., Sheffield; Burgoine, Ord. Seaman, P. F., Coventry; Carter, Sgt./Obs. K. S., Glamorgan C.C.; Cockburn, Sgt. J. E., Northumberland; Cooper, Lt. E. C., Sheffield; Dibble, Sgt. W. J., Northumberland; Dickinson, L/Bdr. L., Morpeth; Fletcher, C., Northumberland; Ford, Cpl. J. A., Willesden; Forrest, Sig. W. R., Northumberland; Greenwell, Capt. W. M., Sunderland; Hickman, Sgt./Pt. L. W., Coventry; Johanson, Cpl. E. A., Coventry; Judson, Sgt. A. M., Sunderland; Kirtley, Sgt. E. W., Sunderland; Motley, S.Q.M.S. J., Sheffield; Nott, L.A.C. F. J., Grantham; Miles, Pte. F. E., Willesden; Packham, F./Lt. G. H., Sheffield; Pain, B.O.M.S., A. E., Sunderland; Pauer, Sgt. H., Willesden; Pether, S/A. H. E., Willesden; Portchmouth, L/Cpl. A., Willesden; Powell, L/Cpl. P. T., Coventry; Reed, Gur. H., Sunderland; Riddell, Gnr. F., Sunderland; Robson, K. T., Northumberland; Ronchetti, C. J., Coventry; Sadler, R. B., Sheffield; Spalton, L/Bdr. T. E., Sheffield; Squire, W/O. G. A., Sheffield; Stacey, Sgt. M., Sunderland; Sugden, Bdr. J. L., Sunderland; Taylor, Pte. J. M., West Hartlepool; Turner, L/Bdr. A. B., Morpeth; Ward, Sgt. D. J., Northumberland; Williams, F/Sgt. R. G., West Riding.

### AWARDS TO MEMBERS

#### CROIX DE GUERRE

Banks, F/O. L. F., R.A.F., treasurer's dept., Willesden.  
 Jackson, Lt. J. W., R.E., engineer's dept., Sunderland.

#### D.S.O.

Ponsonby, Lt./Col. R. M. V., civil defence dept., Coventry.  
 Sumner, Eng./Lt. R. C., R.N.V.R., engineer's dept., Sunderland.

#### M.C.

Nornable, Lt. G., Gordon Highlanders, public works dept., Sheffield—for gallantry in operations while serving with Maquis in France in the summer of 1944.

Thorpe, Capt. E. A., R.A.C., treasurer's dept., Willesden.

#### M.M.

Bloodworth, L/Bdr. A. W., 24, 8 Survey Regt., R.A., valuation dept., Sheffield.

Turnbull, Sgt. T. A., 37, R.A., housing dept., Sheffield—Sgt. Turnbull was commanding a Bofors gun in the Libyan desert on November 24, 1941, when he engaged enemy tanks for two hours, firing more than 100 rounds and not withdrawing until all his armour-piercing shells had been used. In the engagement his detachment came under heavy fire, his tractor was hit and one of the gun crew killed, but he continued to fire. Later Sgt. Turnbull showed great coolness in action against dive-bombing attacks.

#### D.F.C.

Banks, F/O. L. F., R.A.F., treasurer's dept., Willesden.  
 Cope, F./Lt. P. H., 23, R.A.F., electricity dept., Sheffield.

Dickson, P/O. D., 24, R.A.F., welfare dept., Sheffield—for gallantry and devotion to duty during more than forty operational flights.

Dryland, F/O. R., R.A.F., finance dept., Coventry.

Gallantree, F/O. A. L., 23, R.A.F. education dept., Sheffield—F/O. Gallantree is a navigator of outstanding ability who has taken part in a large number of operational sorties. He has invariably shown great skill, courage and determination in the performance of his duties and has never let enemy opposition or adverse weather deter him from completing his mission. On one occasion in attacking an enemy train, his aircraft was hit by the flying debris and badly damaged. On the return flight he gave most valuable aid to his pilot in bringing the crippled aircraft back to base where a crash landing was made.

Merrett, F/O. H. L., 23, R.A.F., welfare dept., Sheffield—In November, 1944, this officer piloted an aircraft attack on Homburg. When approaching the target the aircraft was hit by anti-aircraft

fire and sustained much damage, including engines out of action. Nevertheless F. Merrett kept the aircraft straight and level until the bombs had gone. Before leaving the target area, further damage was sustained. A third engine was affected and a number of instruments rendered unserviceable. Even so, F/O. Merrett flew the extensively-damaged bomber to base. He displayed coolness, courage and airmanship of the highest order. He has completed various bombing missions against various enemy targets.

Taunton, F/O. D., 24, R.A.F., electricity dept., Sheffield.

Way, F./Lt. B. A., R.A.F., clerk's dept., Greenwich.

#### A.F.C.

Wright, F./Lt. J. C., R.A.F., treasurer's dept., Cheltenham.

#### D.F.M.

Matthews, F/Sgt. R., 22, R.A.F.V.R., clerk's dept., Sheffield—On one occasion, F/Sgt. Matthews' aircraft mined a small section of Danube from a low level. It was largely due to his skill as navigator that the mines were placed in the required position. During an important attack on Feuersbrunn airfield intense fighter opposition was encountered, but F/Sgt. Matthews found the target despite a JU. 88 attacking aircraft. He has also taken part in precision attacks against the small oil refineries at Smolavovo, Fiume and Giurgiu.

#### D.C.M.

Grant, Writer W., R.N., county relieving officer, Ashington.

#### C.G.M.

Gosling, W/O. L. E., R.A.F., finance dept., Coventry.

### BRONZE STAR MEDAL (posthumous)

Stewart-Jones, Lt./Col. W. A., R.A.O. finance dept., Surrey C.C.—for meritorious service in connection with military operations, liaison officer assigned to the American Liaison Section, Ammunition, R.A.O.C., from 1942, to December, 1943. Lt./Col. Stewart-Jones displayed outstanding ability and leadership in organising and maintaining ammunition depots for use by the American Army. With American personnel available to assist in operations or to acquaint his staff with the American systems, he successfully accomplished his assignment in an efficient and outstanding manner.

### TERRITORIAL DECORATION

Miller, Maj. N. S., 39, R.E., engineer's dept., Essex.

#### O.B.E.

Dunn, Lt./Col. J. W., R.E., surveyor's dept., Northumberland—for services with the B.L.A. Instone, Lt./Cdr. E., R.N.V.R., education dept., Swindon—for distinguished service during war in Europe.

Purkis, Lt./Col. S., engineer's dept., St. Malo.

#### M.B.E.

Dawtry, Lt./Col. A. G., R.A., clerk's dept., Sheffield.

Ellis, Capt. I. G., libraries dept., Hendon—in recognition of gallant and distinguished service in Italy whilst serving with the Brigade Guards.

Grills, Lt. (A). R., R.N.V.R., finance dept., Surrey—for work in escort carriers on Atlantic convoys.

Jackman, Lt./Col. T. B., 39, clerk's dept., West Riding.

Jenkins, Sub-Conductor G. E., R.A.O. health dept., Cardiff—for services in airborne landings in North Africa, Italy, Arnhem and Norway.

Stacey, Maj. R., R.A.P.C., accountant's dept., Shrewsbury—for gallant and distinguished service in the M.E.F.

#### B.E.M.

Oxley, F/Sgt. A., 44, R.A.F., supplies dept., West Hartlepool—for meritorious service and devotion to duty.

Turner, S./Sgt. G. N., R.A.C., cleansing dept., Preston.

Wood, Sgt. E. J., R.E., health dept., Coventry.

### Mentioned in Dispatches.

Anderson, F./Lt. W. C., R.A.F.V.R., secretary, NALGO Headquarters.  
 Ashley, S./Ldr. F. L., 36, R.A.F.V.R., treasurer's dept., Coventry.



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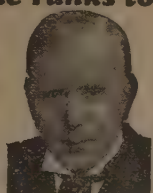
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Bittlestone, Lt. J., R.N.V.R., health dept., Sunderland.

Bullamore, C.S.M. S. C., R.A., treasurer's dept., Peterborough—for distinguished service in Italy and N.W. Europe.

Cockcroft, Act. F./Sgt. F. M., 32, R.A.F., health dept., Sheffield.

Cope, Lt. G., treasurer's dept., Sutton Coldfield—for gallant and distinguished services in Normandy—June to August, 1944.

Dawtry, Lt./Col. A. G., R.A., clerk's dept., Sheffield—for distinguished services during the Italian campaign.

Duncombe, Sgt. E. F., R.A., health dept., Nottinghamshire C.C.—for gallantry and distinguished service in N.W. Europe.

Dunn, Lt./Col. J. W., R.E., surveyor's dept., Northumberland—for gallantry in action.

Fraser, Capt. A. C., Seaforth Highlanders, surveyor's dept., Inverness C.C.

Jobling, Capt. S., R.A.S.C., transport dept., West Hartlepool.

Jackman, Lt./Col. T. B., 39, clerk's dept., West Riding.

Johnson, Sister Tutor E., T.A.N.S., county institution, Basford.

McTaggart, Sgt. J., R.A.P.C., treasurer's dept., Morecambe and Heysham—for distinguished services in N.W. Europe.

Milne, F/O. H. A., R.A.F., health dept., Wilsden.

Palmer, S./Cdr. K. L., R.A.O.C., treasurer's dept., Dorset—for services in the Gothic Line, Italy, in Dec., 1944.

Pannell, F./Lt. W., R.A.F., clerk's dept., Bishops Cleeve.

Parry, Major H. S., R.A.O.C., treasurer's dept., Middleton—for gallant and distinguished service in Italy, 1944.

Sills, F./Lt. A. E. F., R.A.F., health dept., Wilsden.

Turnbull, Sgt. T. A., 37, R.A., housing dept., Sheffield—for distinguished services between November 1941 and April 1942.

Turner, S./Sgt. G. N., R.A.C., cleansing dept., Preston.

Tustin, Capt. G., R. E., surveyor's dept., Sheffield.

Withy, S./Ldr. E., R.A.F., clerk's dept., West Hartlepool.

Wright, Cpl. J. T., R.A.F., public assistance dept., Southampton.

## CIVILIAN AWARDS

### G.M.

Currie, L. H., 35, sanitary inspector, Sheffield—for bravery during an air raid on the night of 12-13 December, 1940. Mr. Currie, who was an A.R.P. animal warden, answered a call for a volunteer to extricate people buried under the wreckage of a building. At great risk to his own life, and working in a very confined space, he rescued four people.

### O.B.E.

Chapman, F., Smethwick—for services to local government and civil defence.

Cogswell, T., borough treasurer and chief billeting officer (retd.), Lewisham.

Smith, A. L., town clerk and A.R.P. controller, Lewisham.

### M.B.E.

Price, J., chief staff officer, A.R.P., Sunderland. Taylor, S., borough treasurer, Smethwick—for services to the National Savings Movement over a period of thirty years.

Weir, W. E., sanitary inspector, Preston—responsible as wartime billeting officer and civil defence ambulance officer, for providing accommodation for over 20,000 refugees, evacuees and war workers.

Wright, J. H., chief sanitary inspector, Smethwick—for services to civil defence, particularly in his capacity as chief training officer since 1938.

### B.E.M.

Gill, T., engineer's building dept., Norwich. Goodwin, W., highways dept., Holland C.C.—for services in the Royal Observer Corps.

Piggins, S., relieving officer, Holland C.C.—for services in the civil defence.

### D.S.M.

Chown, A. D., engineer's costing dept., Norwich.

## Record Number of Members in New Year Honours List

*Local government, and particularly the civil defence services, were accorded wide and welcome recognition in the New Year Honours; and the list of NALGO members mentioned, given below, is the longest we have ever published. The list is as complete as we could make it, but if any names have been overlooked, will the officers concerned, or the secretaries of their branches, please send us details?*

### C.B.E.

J. M. Collie, city engineer and formerly officer-in-charge, C.D. rescue service, Sheffield.

G. Cruickshank, lately A.R.P. controller, East Lothian.

J. Heys, town clerk and formerly A.R.P. controller, Sheffield.

J. K. Hope, clerk of the county council and formerly A.R.P. Controller, Durham.

J. Moss, public assistance officer, Kent (for services to C.D.).

A. C. Tibbits, county medical officer of health, Nottinghamshire C.C. (for services to C.D.).

J. W. J. Townley, borough electrical engineer and manager, West Ham.

J. P. Watson, city engineer, Plymouth (for services to C.D.).

### O.B.E.

R. Bennett, chairman Colwyn Bay savings committee.

R. Booth, town clerk and lately A.R.P. sub-controller, Gillingham.

W. S. H. Campbell, county medical officer, Lincolnshire (Lindsey) C.C. (for services to C.D.).

F. E. Chandler, secretary for education, City of Worcester (for services to C.D.).

J. Chaston, town clerk and chief billeting officer, Kettering, (former member NALGO N.E.C.).

E. T. Chater, clerk of the council and lately A.R.P. controller, Sidcup.

H. Copland, deputy clerk to the Lincolnshire (Lindsey) C.C. and lately A.R.P. controller.

D. A. Daniels, town clerk, Deal (for services to C.D.).

F. Durkin, Major, borough engineer, West Hartlepool (for services to C.D.).

F. G. Egner, town clerk and formerly chief co-ordination officer for C.D., Tynemouth.

D. H. Findlay, executive officer, Leicestershire W.A.E.C. and agricultural organiser, Leicestershire.

Miss M. L. M. Gay, matron, St. Mary's Hospital, Portsmouth.

A. E. Gilfillan, town clerk and A.R.P. controller, Barnsley.

A. F. Greenwood, town clerk and lately div. A.R.P. controller, Leamington Spa (president of Central Warwick branch).

W. H. Haile, M.Inst.C.E., engineer, River Trent Catchment Board.

A. G. Hellman, director L.C.C. ambulance service (for services to C.D.).

W. Hunter, chief billeting officer, Sheffield.

C. S. Johnson, lately town clerk and A.R.P. controller, Reading (retired).

J. Johnstone, medical superintendent, Hairmyres Hospital, Lanarkshire (for services to C.D.).

T. R. S. Lloyd, lately deputy county A.R.P. controller, Cornwall.

S. Mehew, county surveyor and lately head of C.D. rescue service, Derbyshire.

E. Minors, lately head of C.D. rescue service, Darlington.

C. J. Minter, city engineer and lately head of C.D. rescue service, York.

E. M. Neave, town clerk and lately A.R.P. controller, Wimbledon.

S. N. Ralph, deputy town clerk and lately deputy A.R.P. controller, Canterbury.

R. C. Ray, town clerk and lately A.R.P. controller, Shoreditch, (retired).

A. F. Skinner, lately deputy A.R.P. controller, Nottinghamshire.

N. F. Smiles, Lieut.-Cmdr. R.N. (retd.) lately district A.R.P. controller, Wallsend, Northumberland.

H. A. Willis, chief billeting officer and emergency feeding officer, Huddersfield.

### M.B.E.

G. F. Andrassey, engineer and surveyor, Thurrock U.D.C., lately officer-in-charge C.D. rescue and decontamination service.

T. L. Bailey, chief billeting officer, Stoke-on-Trent.

G. V. Barnard, curator of Castle Museum, Norwich.

F. J. Barnes, deputy food executive officer, Romford.

R. V. Baylis, Capt., M.C., lately county A.R.P. officer and deputy county controller, Oxfordshire (retired).

Miss E. Beatty, health visitor, child welfare dept., Edinburgh.

J. Chadwick, A.M.Inst.C.E., borough engineer and surveyor, Bury (for services to C.D.).

E. de Lloyd, chief clerk to the medical officer of health, Newport, Monmouthshire (for services to C.D.).

H. M. Ellis, transport and decontamination officer, C.D. services, Birkenhead.

H. K. Firth, clerk, C.D. committee, emergency committee and invasion committee, Halifax.

Miss E. M. Frary, home sister and sister tutor, Nottinghamshire county sanatorium.

C. Fraser, M.C., D.C.M., M.M., B.E.M., co-ordinating officer for C.D., Glasgow.

V. S. Gray, clerk to Whitby U.D.C., and lately A.R.P. controller.

C. H. Harris, chief billeting officer, Loughborough.

H. Hayhow, F.S.A.A., local fuel overseer, Lambeth.

Miss H. J. Howse, superintendent matron, war-tim nurseries, Hackney (for services to C.D.).

S. Ineson, F.S.A.A., hon. sec. Morley savings committee.

E. B. Jones, F.S.A.A., hon. sec. Bury savings committee.

G. W. T. Law, deputy A.R.P. controller, Woolwich.

F. G. Lewis, clerk to Carmarthen R.D.C. (posthumous award for services to C.D.).

W. N. Lindley, local fuel overseer, South Shields.

A. Lockwood, F.S.I., chief billeting officer and R. & V. officer to the Guildford R.D.C.

L. K. Massey, hon. organiser, Islington savings committee.

L. Musgrave, clerk to Cricklade and Wootton Bassett and Highworth R.Ds. (for services to C.D.).

H. C. Penny, A.R.P. training officer, county of Kirkcudbright.

H. E. Pickman, hon. sec. Maidenhead savings committee.

W. Pierce, lately A.R.P. sub-controller, Nottingham.

L. V. Pillat, lately commandant, C.D. rescue and repair service, Nottingham.

R. E. Pink, local fuel overseer, Wadebridge R.D. (branch secretary).

J. Price, lately chief staff officer and training officer to A.R.P. controller, Sunderland.

W. H. Price, cleansing supt. East Ham.

R. Rigby, lately county A.R.P. officer, Isle of Ely (retired).

R. W. Saunders, lately A.R.P. officer, Westonsuper-Mare.

H. E. Scoble, lately A.R.P. officer, St. Marylebone.

H. G. Thurston, lately staff officer to A.R.P. controller and borough sub-controller, Wandsworth.

T. Watson, chief billeting officer and clerk to the Windermere U.D.C.

W. E. Weir, chief billeting officer, Preston.

Miss M. H. Whitaker, supervisor of emergency maternity homes in Blackpool.

T. R. Winning, chief billeting officer, Reading.

### BRITISH EMPIRE MEDAL

O. Barnett, lately assistant fire guard officer, Nottingham.

R. A. Baskett, lately district warden, C.D. ward service, East Ham.

G. A. Bramley, lately works engineer and officer-in-charge C.D. rescue service, Battle.

J. C. Clancey, lately staff officer, C.D. light rescue service, Kensington.

A. R. Cryer, lately staff officer to controller-in-charge of communications, C.D. service, Bristol.

W. S. Fairholm, lately staff officer, C.D. rescue service, Ross and Cromarty.

E. C. H. Freeman, lately officer-in-charge, C.D. report and control centre, Great Yarmouth.

E. N. Jackman, lately liaison officer to county A.R.P. controller, East Suffolk.

W. G. Littlejohn, lately head of C.D. rescue and decontamination services, Leicestershire.

A. Munro, lately county transport officer, C.D. service, Staffordshire.

I. M. Roberts, lately staff officer, C.D. ward service, Newport.

D. G. Robinson, committee clerk, town clerk office, Loughborough.





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*says*

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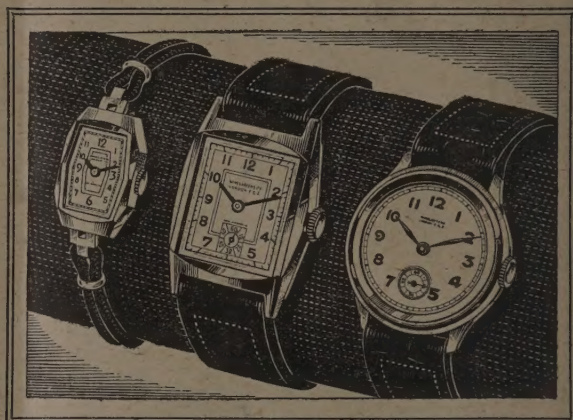
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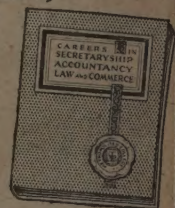
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